

ERWIN BOARD OF COMMISSIONERS
SPECIAL CALLED MINUTES
THURSDAY, FEBRUARY 26, 2015
ERWIN, NORTH CAROLINA

The Board of Commissioners for the Town of Erwin with Mayor Patsy Carson presiding, held its Regular Meeting in the Town Hall on Thursday, February 26, 2015 at 4:00 P. M. in Erwin, North Carolina.

Board Members present were: Commissioners William Turnage, Alvester McKoy, Ricky Blackmon, Randy Baker and Thurman Whitman.

Board Members absent were: Commissioner Frankie Ballard.

Town Manager Richard Douglas and Town Clerk Cynthia Patterson were present.

Mayor Patsy Carson called the meeting to order at 4:00 P. M.

Commissioner McKoy gave the invocation.

Those present recited the Pledge of Allegiance.

REVIEW OF PLANNING BOARD APPLICATIONS

The Planning Board has 3 seats vacant, 1 In Town Board Member, 1 In Town Alternate and 1 Out of Town Alternate. Staff has advertised for these seats available and has received 4 applications for In Town and 1 application for Out of Town. They are as follows:

John Richard Symmonds----In Town

Elizabeth Pate-----In Town

James Sills----In Town

Melinda Alvarado----In Town

James Godwin----Out of Town

After some discussion from the Board, it was the Board's recommendation to approve the following applicants at March 5, 2015 Board of Commissioners Meeting:

Melinda Alvarado as In Town Board Member

John Richard Symmonds as In Town Alternate

Elizabeth Pate as In Town Alternate

James Godwin as Out of Town Alternate

The Board of Commissioner's directed staff to let all the Planning Board Members and Alternates aware that they must attend all the meetings of the Planning Board.

POSITION CLASSIFICATION DISCUSSION

Town Manager Richard Douglas informed the Board that there may be some miss communication or understanding not sure of the job classification for Deputy Clerk/Tax Collector. In the packet to the Board of Commissioner's dated September 6, 2012, is a memo from previous Town Manager Bryan Thompson for the appointment and Oath of Deputy Town Clerk/Tax Collector and a copy of the minutes of September 6, 2012 under Consent Items of the approval of the oath for Deputy Clerk/Tax Collector. Mr. Douglas stated that if you look at the MAPS Study that was approved in 2013 of the job description for this position, you would see Customer Service Specialist/Deputy Town Clerk. There is a whole lot of emphasis on the Town Clerk portion than there is on Customer Service and the job description does not reflect the intentions that were laid out in Mr. Thompson's memo. Not sure of what was relayed to the employee in turn of expectations with the Town of Erwin's part and employee part but the bottom line is the job description does not mirror the initial request. In the budget every year the job classification is included with every position at which the Board approves. Of course the position is Customer Service Specialist at which we match that up with the job description. Again, the emphasis is focused more on the front desk responsibilities than the Deputy Clerk responsibilities. Bottom line, there is miscommunication between all involved in turn of what role and responsibility.

Commissioner Baker asked that in the Board's monthly reports, do we get a report generated by this position of this individual. The manager stated that you do receive a financial report, generated by the Finance Director which reflects the past taxes collected, privilege license fee at which will go away in a couple of months, that does give you a count of what has been done however it does not lay out of who we collected from.

Commissioner Baker asked if staff has an accurate count of all outstanding tax liens owed. The portion of that job title, what we are doing to actively collect, are we sending letters, are we communicating with the County of possible foreclosures. Finance Director Debbie Chestnut stated that she did not think of any communications with the County, periodically she has seen that position go back and look and send out a letter of past due amount. I'm sure there is a record of all the outstanding taxes.

Commissioner Baker stated that he remembers back when Mr. Thompson was speaking of combining this and this all came about when the Town would no longer be collecting taxes here. I know that position was in the process for training from the previous tax collector that this is what you will need to do when the tax collection position is eliminated. There is some miscommunication, one is the memo then when you go back and look at the oath. She took an oath for Deputy Town Clerk/Tax Collector. When you look at the classification it's titled Customer Service Specialist/Deputy Town Clerk and under general statement of duties as far as deputy town clerk, basically the first thing provides administrative and clerical work in support of utility and revenue collections and documentation, customer service and reception functions, as well as serving in the back up capacity of the Town Clerk. Go down to duties and responsibilities it specifies serves in a backup capacity to the town clerk in areas such as attending Planning Board meetings and taking minutes, putting agenda packets together and distributing them. Does not go any further in depth as far as clerk duties. Seems like the remainder of the duties are linked to taking water payments, taking park and recreation fee,

being liaison to public works in work orders for repair of trash cans, report street lights out and then basically the tax collection portion for outstanding taxes and taking money to the bank. This is all clerical work that Commissioner Baker sees. It doesn't say typical clerk duties.

Mayor Carson asked who did the description for this particular job. Staff stated the MAPS Study.

Commissioner Baker also stated that this was the position that was approved under administrative that the Board approved in the fiscal year budget.

After some more discussion from the Board, it was directed to the Town Manager to go back and look at the job classification and job descriptions for this position and make recommendation in the budget

ADJOURNMENT

Commissioner Blackmon made a motion to adjourn at 4:45pm and was seconded by Commissioner Turnage. The Board voted unanimously.

MINUTES RECORDED AND TYPED BY CYNTHIA B PATTERSON TOWN CLERK

Patsy M. Carson
Mayor

Cynthia B. Patterson, CMC
Town Clerk