

City of Boiling Spring Lakes
Board of Commissioners Special Meeting Minutes
September 10, 2012
City Hall – 8:30 a.m.

1. **Call to Order** - Mayor White called the meeting to order at 8:30 a.m.
2. **In attendance** at the meeting were Mayor White, Commissioners Carroll, Caster, Forte and Glidden, City Manager Jeff Repp, and City Clerk Susan Hartman.
2. **Reorganization of Duties**- Jeff Repp commented to the Board that the UDO Administrator has resigned from the City and taken a job at Oak Island. He would like the Board to consider his plan of hiring a full time person to work the front desk, and be back-up for the Finance department and City Clerk.
Commissioner Glidden commented that we may need an additional part-time position to take minutes for the various Boards like we use to have.
Commissioner Carroll commented that the part-time position Sylvia had, that position needs to be filled. She worked with the City Clerk and that position is already in the budget. Since Building has slowed down considerably Barbara could back-up the front desk.
Mayor White asked Mr. Repp if he foresees any UDO issues between now and July. Mr. Repp commented that he doesn't foresee any problems and that we can hire a part-time planner through COG for 8 hours a week to help with wording on codes. Mayor White commented that since Animal Control has been moved to the Police department we could move the administrative position in that department to the front desk and keep 1 of our front desk employees on a part-time basis to assist with the minutes of the various Boards etc, then we don't have to hire anybody.
Commissioner Forte commented that hiring a Planner through the COG sounds like a good idea. With Becky leaving we are saving \$25,000 this year. I agree with the Mayor to move Barbara to the front desk and train her to do some finance duties.
Commissioner Glidden commented that we need back-up for finance and Clerk duties. There may be someone out there that has experience, anyone with that background can do the job, but I'm not sure if that person should sit at the front desk.
Commissioner Carroll asked Mr. Repp if this position will be advertised and Mr. Repp replied that it will be advertised and the 2 current full-time temporary employees can apply.
Mayor White asked are in agreement to move the Building Inspections administrative person to the front desk.
Commissioner Caster commented to Mr. Repp that with all due respect I've heard this plan for 2 years and I'm not sure that you're not being steered by the Mayor. Mr. Repp commented that It depends on which plan you are talking about, right now they are not talking about my plan. Commissioner Caster commented that building is not slowing down, it is picking up. I think we need to talk about this more, not just spend 15 minutes on it. It sounds like the plan that you've been trying to do for 2 ½ years

Mayor. I think these people are multi-tasked to death.

Mayor White commented that the way he would spend his money, if the workload has dropped considerably, don't pay full-time salary for part-time work.

Commissioner Carroll commented that he knows that help is needed, it's not a question of if, it's a question of when.

Commissioner Forte commented that the water assessment refunds should be done in about 6 weeks, can we muddle through for the next 6 weeks and make a decision then. Even if we advertise today it could be 6 weeks before we have a person in that position.

Mr. Repp commented that his plan is to hire a full-time person to sit at the front desk, assist with Finance, assist Clerk and take minutes for the various Board meetings. Barbara would sit at the front desk when that person has meetings so as not to exceed 40 hours a week.

Commissioner Caster commented that he is not sold on only hiring 1 person, I think we need another person because we are multi-tasking the ones we have to death.

Commissioner Carroll commented to Mr. Repp to advertise the position.

A motion was made by Commissioner Carroll and seconded by Commissioner Forte to go into closed session in accordance to NCGS 143.318-11(a)(6) to discuss a personnel matter.

Vote 5-0

A motion was made by Commissioner Carroll and seconded by Commissioner Caster to return to open session.

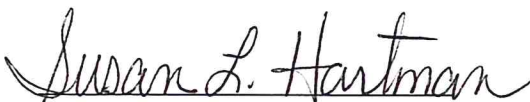
Vote 5-0

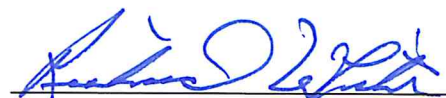
Action taken- Mayor White commented that the Board did a 6 month performance review of the City Manager Jeff Repp and rated his performance as excellent.

3. Adjourn

A motion was made by Commissioner Forte and seconded by Commissioner Caster to adjourn.

Vote 5-0


Susan L. Hartman City Clerk


Mayor Richard White