

TOWN OF BURNSVILLE
Special Meeting
December 15, 2010

On December 15, 2010, the Town Council, with members Mayor Danny McIntosh, Ruth Banks, Judy Buchanan, Doyce McClure, and Ron Powell present, held a special meeting in the Town Hall. Also in attendance were town staff members Jeanne Martin and George Nero. The Mayor called the meeting to order, stating that the purpose of the meeting was to consider issues related to the following:

1. Resolution to Adopt a Code of Ethics – Available for consideration was a proposed Code of Ethics for the Burnsville Town Council. Council was told that the document being reviewed covers the basic statutory requirements. Ron Powell made a motion to adopt the Code of Ethics, as it would serve as a good reminder of how Council members should conduct themselves. Ruth Banks seconded the motion, which was unanimously approved. There was discussion about a previous resolution that established standards of conduct for town officials. Judy Buchanan made a motion to rescind "Resolution of Intent of the Town Board of the Town of Burnsville – Standards of Conduct for Town Officials" adopted March 2, 1999, and add text at the end of the newly-adopted Code of Ethics that would make reference to the rescinding of said resolution. Ruth Banks seconded the motion, which was unanimously approved.

Council discussed the upcoming award ceremony at which Barbara Webster and the Town of Burnsville will be recognized for the Sundial Quilt Block project. It was generally agreed that the town should bear Mrs. Webster's expenses to attend the program. Lodging, meals, and mileage are expected to cost approximately \$300.

2. Employee Issues – Council engaged in a general discussion regarding personnel in the Public Works Department. It was acknowledged that the Public Works Director has announced his intent to step down, leaving the director's position vacant.

Several reorganizational options were considered, including the concept of contracting the operation. It was generally agreed that the best option would be to advertise for a Public Works Director, and assign the current (interim) director to the position of Assistant Public Works Director, a salaried position that would pay \$15.94/hour. The water/sewer crew would report to the foreman; the foreman would report to the Public Works Director.

The Mayor agreed to discuss job duties with the Code Enforcement Officer, which will include cross-training at the utility window and responsibility for the pilot program for zoning assistance. He also agreed to notify the employee previously responsible for information technology that the town has engaged the services of a contractor for this type work. The mayor will additionally speak to the current Public Works Director to clarify the need for him to continue to serve in the position as interim director.

The contractor for information technology will report to Administration.

George Nero and Jeanne Martin will work on proposed job descriptions for public works director and assistant director.

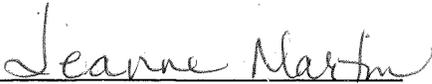
Judy Buchanan made a motion to advertise for the position of Public Works Director. Ruth Banks seconded the motion, which was unanimously approved. Ads will be placed as follows:

- o Locally (Common Times and Mitchell Journal) – two times, with a week between each ad.

- Asheville Citizen-Times – over a weekend, after the first of the year. Ad should appear Friday, Saturday, and Sunday.
- Public Works listserv
- Rural Water website
- League of Municipalities website
- Monster.com

George Nero is to continue with assigned administrative duties until further notice.

There being no further business, Judy Buchanan made a motion to adjourn. Doyce McClure seconded the motion, which was unanimously approved.



Jeannie Martin, Town Clerk



Danny McIntosh, Mayor