

TOWN OF SAWMILLS
MINUTES OF MEETING
FEBRUARY 25, 1992, 5:00 PM

All members were present as Mayor Bill Ramsey called the meeting to order. They were: Bill Ramsey, Mayor, Max Andrews, Mayor Protem, Paul Pope, Larry Prestwood, Dennis Wilson, and Tim Sanders, Councilmen.

Invocation was given by Max Andrews.

Paul Pope made a motion to adopt the agenda. Dennis Wilson seconded, with all in favor.

On a motion made by Max Andrews, seconded by Dennis Wilson, Council moved to accept the minutes of February 11, 1992.

Town Planner, Mike Legg appeared before the board with a proposed Sawmills Town Road Paving Policy for the Council to look over and make a decision about in the future. This policy will help to define which private roads are in the best interest of the town to accept into the system and which roads are not.

Mike Mask, resident and Manager of Country Meadows Mobile Home Park, requested that the town have a leash law, to help control dogs at large in the neighborhood. Mr. Mask related that dogs had been scattering trash over the trailer park, and he is tired of picking this trash up. On a motion made by Tim Sanders, seconded by Larry Prestwood, council moved to call a public hearing during the next meeting, on March 10, 1992, to get some input of what the residents of the town think about this matter.

Tim Sanders made a motion to get informal bids for a Ford Diesel, one ton truck, and informal bids for bins to be used when the recycling begins. Paul Pope seconded with all in favor.

Paul Pope made a motion to hire Asphalt Care and Paving, Company, to grade and gravel Delta Court road, eighteen feet wide for the amount of \$5,500.00. Motion was seconded by Dennis Wilson with all in favor.

Tim Sanders made a motion, seconded by Larry Prestwood to amend the budget \$2,200.00 on Capitol Outlay Office Equipment to purchase another computer for the office. All were in favor.

After reading a memo from Robin Soots, Building Inspector for the Town of Sawmills, Terry Taylor, the town's attorney, explained to the Council that there were several alternatives the town could take on the property in Virginia Acres:

1. To board it up and order it closed.
2. Request the town's attorney to petition the Superior Court

- for an injunction ordering the owner to repair the building.
3. The board could authorize the town to repair the structure, with the cost being a lien against the property.

On a motion made by Larry Prestwood, seconded by Tim Sanders, council moved to have the town's attorney write GW Nester a letter informing him of the three options the town has in this matter and see what he is in the process of doing and bring it back to the board for discussion at the March 24, 1992 meeting.

Tim Sanders made a motion that the council meet with Cajah's Mountain Aldermen in a joint meeting on April 2, 1992 at 7:00 PM to discuss the Caldwell County Urban Area Thoroughfare Plan and also the possibility of a Sewer Treatment Plant. Larry Prestwood seconded, with all in favor.

On a motion made by Tim Sanders, seconded by Dennis Wilson, council moved to allow the town clerk to attend the 1992 Regional Meeting for Municipal Clerks to be held in Morganton, on April 9, 1992. The charge is fifteen dollars for the day.

EXECUTIVES SESSION: At 6:05, PM, Tim Sanders made a motion to go into executive session to talk about personnel matters. Larry Prestwood seconded. All were in favor. Tim Sanders made a motion to come out of executive session at 6:25 PM. All were in favor as Paul Pope seconded.

On a motion made by Tim Sanders, seconded by Larry Prestwood, council moved to adopt the following job descriptions:

OFFICE MANAGER/TOWN CLERK

GENERAL STATEMENT OF DUTIES

Performs administrative and office management duties in the maintenance of town records and the collection of municipal utility bills under the administrative direction of the Town Council. This also includes billing of municipal utilities.

DISTINGUISHING FEATURES

Performs coordination, Billing, and collection of all municipal utility bills. Employee must exercise considerable independent judgement and initiative in the performance of all duties. Work is performed in accordance with federal laws, state statutes, town ordinances, and office policies. General administrative direction is received from the Town Council and work is evaluated in terms of accuracy, and the overall efficiency of services rendered to town residents. Considerable tact and courtesy are required in responding to citizens request for services or information.

Serves as backup to Asst. Finance Officers duties. Including accounts payable and payroll. Must be able to fill in should the Asst. Finance Officer be absent from the office for any extended period of time.

ILLUSTRATIVE EXAMPLES OF WORK

1. Responsible for the computation of water bills from the meter books: prepares and mails statements and collects payments through the mail or at Town Hall.
2. Receives and responds to inquiries from citizens at Town Hall. Contacts the Public Works Director and acknowledges him of locations needing services.
3. Serves as custodian of all public records, including ordinances, resolutions, contracts, agreements, deeds and minutes of Town Council meetings.
4. Serves as Clerk to the Town Council; record and type minutes of meetings for presentation to the Council. Executes legal documents by affixing the Town Clerk's signature and by attesting the signature of the Mayor.
5. Conducts other functions as requested by the Council; collects information, complies and interprets data; provides other supportive or supplementary information when necessary.
6. Issues and writes receipts for miscellaneous revenues; orders office supplies; files insurance claims.
7. Deposit all revenues daily and pick-up mail.
8. Notify all board members of special events and meetings by mail. (Committees, Planning Board, Board of Adjustment, and Town Council.)
9. Performs related work as assigned by the Town Council.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of North Carolina General statutes and local ordinances governing municipal revenue collection and procedures. Considerable knowledge of the town charter and municipal ordinances. Considerable knowledge of the organization of town government. Working knowledge of public utility recording and bookkeeping practices and procedures. Ability to maintain appropriate records in an efficient and complete manner. Considerable knowledge of North Carolina Statutes governing Town Clerks and their legal duties.

Ability to deal effectively with the general public. Ability to maintain effective working relationship with other employees.

ASSISTANT FINANCE DIRECTOR

GENERAL STATEMENT OF DUTIES

Performs responsible bookkeeping and fiscal control activities for the municipal government under administrative direction of the TOWN COUNCIL and FINANCE OFFICER.

DISTINGUISHING FEATURES

Performs responsible bookkeeping, accounting, and fiscal control

activities in coordinating the disbursement and receipt of all municipal funds for the Town. Employee must exercise independent judgement and initiative in the analysis of financial records, preparation of reports, and the solution of varied accounting problems. Tact and courtesy are required in occasional contacts with the general public. Work is performed in accordance with established municipal finance procedures, local ordinances, and the North Carolina General Statutes. General supervision is received through discussions, reports, observation, and by an independent audit of all financial records.

ILLUSTRATIVE EXAMPLES OF WORK

Performs varied and complex accounting duties in the disbursement and receipt of all municipal funds, payroll preparation, transfer of funds, and related fiscal control activities.

Maintains a general accounting or bookkeeping system including the preparation of journal entries, trial balances, classifying and coding of receipts and expenditures, the maintenance of appropriate and budgetary control ledgers, direction of investment of idle cash balances, and the pre-auditing of all invoices, purchase orders, and expense statements.

Assists in the preparation of financial statements or summaries reflecting the financial operations and conditions of the town and submits reports to the Town Council through the Finance Director for review and approval; participates in the formulation of municipal finance policies with the Finance Director, provides assistance to the Town Council during budget preparation.

Validates the disbursement of all town funds in accordance with officially established procedures. Maintains records on all bank and investment accounts. Performs related work as assigned.

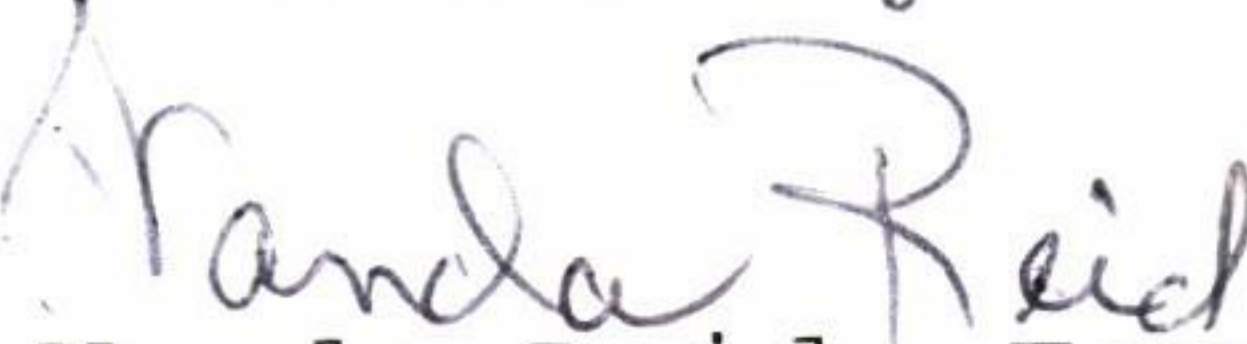
Assist Office Manager in computation of water bills and in the preparation of mailing out the utility statements.

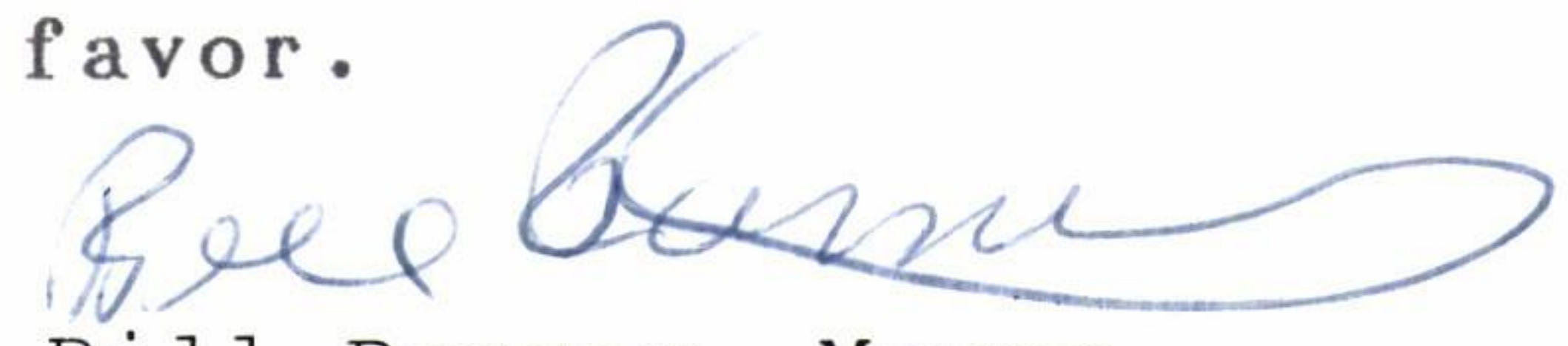
Serve as backup to Office Manager/Town Clerk. Must be able to fill in should the Office Manager/Town Clerk be absent from the office for any extended period of time.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of North Carolina Statutes and local ordinances relating to the activities of municipal finance officers. Considerable knowledge of basic accounting and bookkeeping principles and practices. Considerable knowledge of the principles and practices of public finance administration. Working knowledge of the organization of municipal government. Ability to understand, interpret, and apply the laws and regulations governing the maintenance of municipal financial and accounting activities. Ability to design and improve internal fiscal records systems. Ability to prepare and interpret financial reports or statements. Ability to maintain effective working relationships with the Town Council, Finance Director, and other town employees.

Larry Prestwood made a motion to adjourn at 6:27 PM. Motion was seconded by Dennis Wilson. All were in favor.


Wanda Reid, Town Clerk


Bill Ramsey, Mayor