

TOWN OF SAWMILLS
MINUTES OF MEETING
MARCH 10, 1992 AT TOWN HALL

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

Invocation was given by Larry Prestwood.

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

Councilman Dennis Wilson made a motion to accept the minutes, with Tim Sanders seconding. All were in favor.

On a motion made by Paul Pope, seconded by Dennis Wilson, council moved to pay all bills.

At 5:04 pm an informal public hearing was opened to get the public's input about stray dogs running at large in the community. Janice Wheeling, with the Caldwell County Animal Shelter appeared before the board and related to them the different ways of controlling these animals. She mentioned the At Large Law, meaning that an animal cannot run at large on the streets in town. Direct Control Law, meaning that animals must be under the owners control at all times. Mrs Wheeling also mentioned the town buying cages to trap the animals in. No decision was made at this time, but the council will study all the alternatives and try to come up with a solution that all can live with peacefully. At 5:50 pm, Tim Sanders made a motion to close the informal public hearing. Larry Prestwood seconded. All were in favor.

Informal bids on specifications for a 1992 F350 Cab Chassis truck was opened. Bids are as follows:

Bradshaw's Ford Lincoln Mercury Ctr.	\$16,428.00
Armstrong Ford	13,920.00
Larry Schronce Ford	15,994.00

On a motion made by Dennis Wilson, seconded by Paul Pope, council moved to go with Armstrong Ford if the specifications are met as required by the town, and if not, to go with Schronce Ford.

Paul Pope made a motion to amend the budget by \$27,500.00 for the purchase of recycling bins, the preparation of the truck for recycling, and the cost of the truck. Motion was seconded by Dennis Wilson, with all in favor.

On a motion made by Larry Prestwood, seconded by Tim Sanders, council moved to buy 1,680 18-gallon recycling bins from Amick Equipment Co. of Lexington, South Carolina. Max Andrews made a motion to get red recycling bins. Paul Pope seconded. All were in favor.

Tim Sanders made a motion to approve the expenditure of up to \$200.00 for brochures informing the town's residents of the new recycling program. Larry Prestwood with all in favor.

At 6:25 Dennis Wilson made a motion to go into executive session at 6:45 pm. Motion was seconded by Tim Sanders. All were in favor.

Larry Prestwood made a motion to come out of executive session. All were in favor as Dennis Wilson seconded.

Paul Pope made a motion, seconded by Max Andrews, council moved to accept the following job description.

PUBLIC WORKS DIRECTOR

General Statement of Duties

Performs responsible administrative and supervisory work in planning and directing the operation of the municipal public works department under the administrative direction of the Town Council.

Plans, Coordinates, and supervises the construction, maintenance, and repair of water lines; the cleaning, maintenance, and repair of streets; the collection and disposal of solid waste; and the maintenance and repair of town vehicles and equipment. Work involves preparing related records and reports and performing a variety of administrative detail work. Tact and courtesy are required in frequent public contacts. The employee must exercise considerable independent judgement and initiative within a framework of established policies and procedures. Work is performed under the direction of the Town Council and is evaluated through discussion, observation, and by review of records and reports.

Illustrative Examples of Work

Develops and enforces department policies, rules, and regulations; determines practices and methods to be used by departmental personnel; in consultation with the Town Council determines scope of department activities. Organizes and directs the work of subordinates in the construction, maintenance, and repair of water lines and related facilities. Plans and supervises the cleaning, maintenance, and repair of town streets. Directs the collection and disposal of solid waste. Supervises the operation of the town garage and the maintenance and repair of vehicles and equipment; initiates the purchase of gasoline, oil lubricants, and parts necessary for equipment servicing and repair. Prepares a list of inventory every three months, this will include all equipment, tools, and utility supplies purchased by the town. Performs related work as necessary.

Knowledges, Skills, and Abilities

Knowledge of methods, equipment, and materials used in the construction, maintenance, and repair of water lines and related facilities. Knowledge of modern methods of refuse collection and disposal. Knowledge of methods, equipment and tools used in the repair and maintenance of vehicles and equipment. Knowledge of the erection of metal traffic and street name signs. Ability to plan, organize, and direct the work of subordinates. Ability to interpret diagrams, blueprints, and technical specifications.

Ability to estimate the cost and length of time required for the completion of public works projects. Ability to prepare and present moderately complex reports. Ability to deal tactfully and courteously with the public. Ability to maintain effective working relationships with other employees.

ASSISTANT PUBLIC WORKS DIRECTOR

General Statement of Duties

Perform responsible administrative and supervisory work under the direct supervision of the Director of Public Works in the operation of the municipal public works department.

Distinguishing Features

Aids the Director of Public Works Director in planning, coordinating, and supervising the construction, maintenance, and repair of water lines; the cleaning, maintenance, and repair of streets; the collection and disposal of solid waste; and the maintenance and repair of town vehicles and equipment. Assist the director in preparing related records and reports and performing other administrative duties. Tact and courtesy are required in frequent public contacts. The employee must exercise considerable independent judgement and initiative within a framework of establishing policies and procedures. Work is performed under the direction of the Director of Public Works and is evaluated through discussion, observation, and by review of work performed. Employee acts for the Director of Publics Works in his absence.

Illustrative Examples of Work

Assists the Director of Public Works in the development and enforcement of departmental policies, rules, and regulations, and in determining the scope of department activities.

Assists the Director in organizing and directing the work of subordinates in the construction, maintenance, and repair of water lines and other related facilities. Assists the Director in supervising the maintenance of streets, collection and disposal of solid waste, the operation of the town garage, and the maintenance and repair of vehicles and equipment. Performs related work as assigned.

Knowledges, Skills, and Abilities

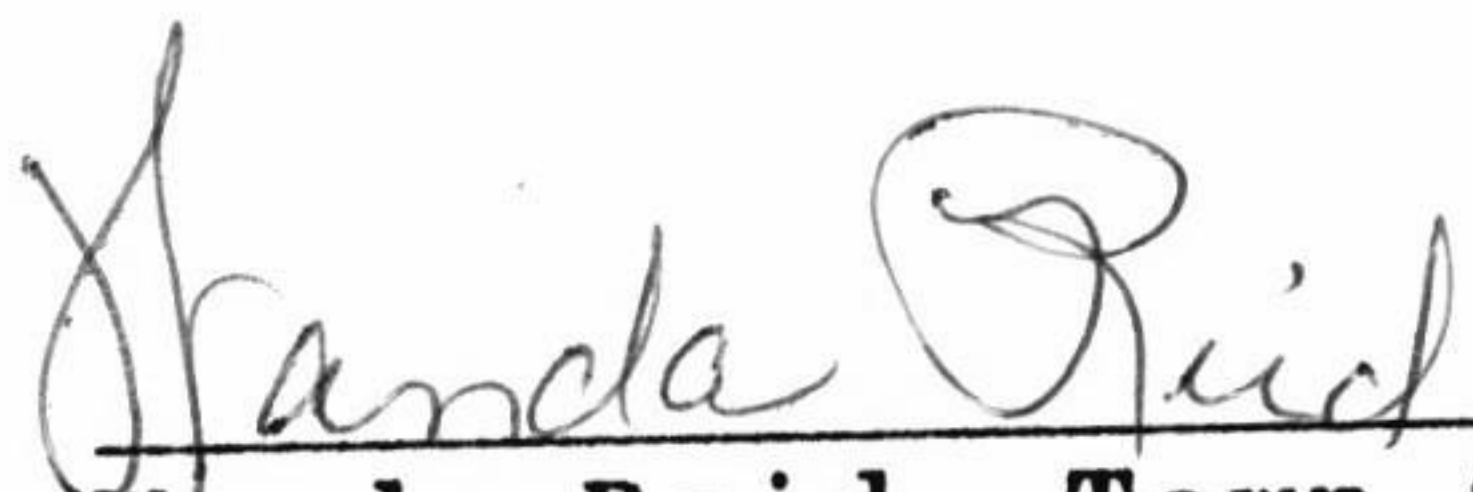
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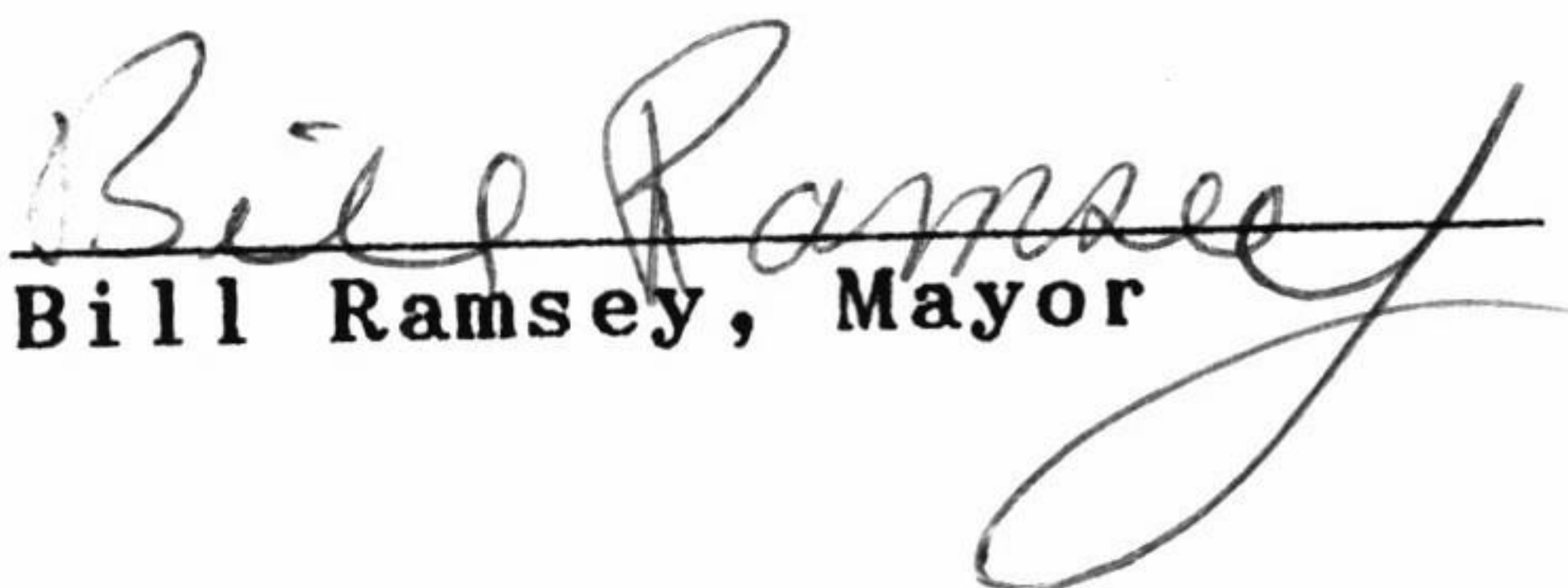
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relationships with other employees.

Tim Sanders related to the council that the Christmas Decoration Committee would hold their first meeting on March 16, 1992 at town hall. The members on the committee are: Tim Sanders, Dare Duncan, Terry Edwards, and Linda Denny.

At 7:48 pm, Tim Sanders made a motion to adjourn. Paul Pope seconded. All were in favor.


Wanda Reid, Town Clerk


Bill Ramsey, Mayor