

TOWN OF SAWMILLS
MINUTES OF MEETING
FEBRUARY 12, 1990

Mayor Bill Ramsey opened the special meeting of the Town of Sawmills with all members present. They were, Bill Ramsey, Max Andrews, C.J. Baker, Maxine Stamey, Paul Pope, Eddie Wilson, and Town Attorney Terry Taylor.

Invocation was given by Mr. Baker.

The following administrative procedures were adopted:

- 1) The regular work hours for Public Works Employees, not including the Supervisor, will be from 7:00 a.m. to 3:30 p.m., with 30 minutes for lunch. An exception may be made during June, July, and August during the hot weather. The hours then may be changed to 6:00 a.m. to 2:30 p.m.
- 2) The Supervisor of Public Works is requested to post a daily schedule of the work activities to be performed that day. It is expected that this will be enough work to keep each employee busy for 8 hours.
- 3) Each employee is entitled to 3 paid sick days each year. This is to be used only for actual sickness of the employee, Sick days cannot be accumulated from one year to the next.
- 4) Vacation days must be taken during the year they are given. They cannot be accumulated from one year to the next. Employees will not be paid for vacation time not taken during the year.
- 5) Paid holidays are to be taken on the days they are given. This will allow all residents to be aware of times when the Town office and Public Works will not be open.
- 6) Each employee is expected to punch their own time card only. It is a violation of State law to punch another persons time card.
- 7) Overtime pay will be paid for all Saturday and emergency work required.
- 8) The Town Council appoints Charlie Cannon as Assistant Superintendent of Public Works, reporting to Superintendent Arnold Arrowood.
- 9) The Town Clerk is responsible for picking up, opening, and distributing the mail. Any mail addressed to Town Officials is to be delivered unopened.
- 10) The Public Works Committee is to oversee problems concerning streets, garbage collection, the water system, and other such Town functions.

This Committee is to work closely with the Superintendent of Public Works to determine the needs of the Town and ways to address them.

Paul Pope is Chairman of this committee.

- 11) The Administrative Committee is to oversee the operation of the Town office, personnel procedures, and the Town budget. This Committee is to work with the Town Clerk and other office personnel to determine needs in the Town office including; proper operating procedures, budget information, record keeping, and equipment that may be needed. The Chairman of this Committee is Eddie Wilson, with Maxine Stamey as assistant.
- 12) The Mayor is a member of all committees.

The Town Council wants to state that we are proud of the jobs being done by all of the Towns' employees, and it is our hope that these proposals will help us to grow to serve the citizens of Sawmills even better.