

Town of Spring Lake  
Board of Aldermen Special Meeting  
Municipal Building  
300 Ruth Street  
Spring Lake, NC 28390

August 12, 2013

**MINUTES**

5:42 p.m.

The Spring Lake Board of Aldermen held a special meeting in the Grady Howard Conference Room of the Municipal Complex with Mayor Chris V. Rey presiding.

**Board Members Present:** Mayor Pro Tem Napoleon Hogans  
Alderman James Christian  
Alderman Richard Higgins  
Alderman James O'Garra  
Alderwoman Fredricka Sutherland

**Others Present:**

Ken Metcalf, Interim Town Manager  
Allen Coats, Finance Director  
Troy McDuffie, Police Chief  
Rhonda Webb, Town Clerk

Byron Blumenfeld, Water Resources Manager  
Paul Hoover, Director of Public Works  
T.J. McLamb, Fire Chief

**1. Call Meeting to Order**

Mayor Rey called the meeting to order.

**2. Approval of Agenda**

The Board approved the agenda as amended.

**Action:** The Board approved a motion to approve the agenda.

**Motion by:** Alderman O'Garra

**Second by:** Alderman Hogans

**Vote:** Unanimous

(A copy of the agenda is hereby incorporated by reference and made a part of these minutes – see attachment one.)

**3. Discussion and Possible Action of Fire Department Capital Purchase**

Chief McLamb reported that due to moving vehicles around to support emergency responses and having to surplus a vehicle that was determined to be unsafe and unreliable, he is now in need of an administrative vehicle to be used for transportation to training sessions and as an administrative vehicle. Currently the Chief and Assistant Chief loan their command vehicles to firefighters who need to travel to training sessions. The Chief and Assistant Chief have been using their personal vehicles for Fire Department purposes. He also reported that with the implementation of their new volunteer program, training will significantly increase over the next several years and the need for an additional vehicle to support the training travel is great. During the 2012-2013 fiscal year the Fire Department was able to hold their expenditures down and returned \$52,000 to the General Fund. He requested the Board approve allowing him to appropriate some of those funds back into the current budget to purchase a 2014 Chevrolet Tahoe for \$35,000. He stated if approved, this vehicle will become the command vehicle for Assistant Chief Williams and Assistant Chief Williams' current vehicle will become the administrative vehicle to be used to support training sessions.

**Action:** The Board approved a motion to approve the request from the Fire Chief.

**Motion by:** Mayor Pro Tem Hogans

**Second by:** Alderman Christian

**Vote:** Unanimous

(A copy of the agenda is hereby incorporated by reference and made a part of these minutes – see attachment two.)

**4. Discussion and Possible Action on Police Department Capital Purchase**

Chief McDuffie requested a capital outlay purchase amendment. Previously, the Board approved a \$99,000 capital outlay request for the purchase of three police vehicles to replace three high mileage aging police vehicles. He stated recently an engine went out on a 2007 Dodge Charger that was assigned to the Training Sergeant. He stated that he has been able to identify enough funds in his current budget to purchase a used 2012 Dodge Charger with low mileage to replace the 2007 Charger that has engine failure. He will not need additional funds to purchase four vehicles instead of three vehicles and simply requested Board approval to purchase four vehicles instead of three vehicles using the same money previously approved and some funds from his current approved budget. Mr. Metcalf clarified that we are using the same money previously approved. We will just use it in a different way to get four vehicles instead of three vehicles.

Instead of taking the 2007 Charger out of service, we will use it as an administrative vehicle and possibly get another year or two out of it once the manufacture repairs the engine. This will be a good use of the vehicle but Chief McDuffie does not recommend this vehicle be used as a patrol vehicle.

**Action:** The Board approved a motion to approve the purchase.

**Motion by:** Alderman Christian

**Second by:** Alderman Higgins

**Vote:** Unanimous

(A copy of the agenda is hereby incorporated by reference and made a part of these minutes – see attachment three.)

**5. Discussion and Possible Action on Education Incentive Pay for Public Safety and Health Personnel**

Mr. Metcalf explained how the Education Incentive Policy would work. He told the Board there are two versions of the policy. One covers all full time employees and the other one would only be for public safety (fire and police personnel) and public health (water and wastewater personnel.) Should this policy be implemented the employee earning an Associate's Degree would receive a salary increase of \$750.00 annually, an employee earning a Bachelor's Degree would receive a salary increase of \$1,200.00 annually and an employee earning a Master's Degree would receive a salary increase of \$1,500.00 annually. The increase would have to be approved by the Finance Director and would have to be in the Department's approved budget for that year. Mr. Metcalf believes this will be a good retention tool to help the Town keep good employees.

**Action:** The Board approved a motion to proceed for discussion purposes.

**Motion by:** Mayor Pro Tem Hogans

**Second by:** Alderman Higgins

**Vote:** Unanimous

It was clarified that the degree would have to be earned on the employee's own time and the Town will not help pay the costs of obtaining the degree under this policy. The Board asked if this will be

retroactive and how this policy will affect employees who already have a degree. Mr. Metcalf advised that typically if a new employee with a degree is hired, they are given a little extra from the beginning. Mr. Metcalf advised the intent of this policy is for employees who obtain their degree after they become employed. Chief McDuffie stated that his vision for the policy is to use it not only as a recruitment tool but as a retention tool as well. The following scenario was proposed with concern by the Board: you have two people just starting and one already has an Associate's Degree and the other one obtains his Associate's Degree in six months. The second employee will get a \$750.00 increase but the first employee would not get anything. Mr. Metcalf advised in a situation like this, you would have to bring the first employee up to the same pay as the second. The Board requested the Manager address this and any other issues and bring a revised policy back for consideration. Chief McDuffie stated that his intent is to give an across the board supplement for anyone who already has a degree and once the policy is in place it will be applied as employees earn their degrees. It was clarified that the Town currently does not have a funded merit system and this is one possible way to incentivize employees. The Board again expressed concern about there being too many loose ends to approve the policy tonight and requested that Mr. Metcalf bring back a policy at a future meeting with all the questions answered.

**Action:** The Board approved a motion to give Manager the authority to proceed with developing the program and refine as many of the fine points as he can refine and then bring it back. Once it is properly vetted budget wise and all other wise and we approve it at that time.

**Motion by:** Mayor Pro Tem Hogans

**Second by:** Alderwoman Sutherland

**Vote:** 4-1

Yes

No

Mayor Pro Tem Hogans

Alderman O'Garra

Alderman Christian

Alderman Higgins

Alderwoman Sutherland

(A copy of the agenda, Education Incentive Policy #27a, Public Safety and Health Personnel and Education Incentive Policy #27b, All Other Personnel is hereby incorporated by reference and made a part of these minutes – see attachment four.)

## 6. Adjournment

**Action:** There being no further business to come before the Board, the meeting was adjourned at 6:14 p.m.

**Motion:** Mayor Pro Tem Hogans

**Second by:** Alderman O'Garra

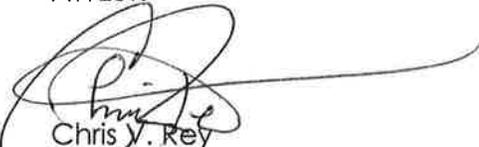
**Vote:** Unanimous

*Rhonda D. Webb*

Rhonda D. Webb, MMC

Town Clerk

ATTEST:

  
Chris V. Rey  
Mayor