

MINUTES FOR A SPECIAL VARNVILLE TOWN COUNCIL MEETING

FRIDAY, FEBRUARY 24, 2012 AT 1:00 PM

(I)

OFFICIALS PRESENT: MAYOR NATHANIEL "NAT" SHAFFER, MAYOR PRO-TEM LLOYD "TOOTIE" GRIFFITH, ADAM MAJOR, HENRY TUTEN, RALPH SMITH, AND HENRY CAMPBELL

DEPARTMENT HEADS PRESENT: POLICE CHIEF TYRONE SMITH

AMONG THE GERNERAL POPULATION IN ATTENDANCE: NONE

THE VARNVILLE COUNCIL MEETING WAS CALLED TO ORDER BY MAYOR NATHANIEL "NAT" SHAFFER AT 1:00 PM.

THE INVOCATION WAS GIVEN BY COUNCILMAN CAMPBELL AND THE PLEDGE OF ALLEGIANCE FOLLOWED.

MAYOR SHAFFER INFORMED THE COUNCIL THAT TOWN CLERK, CHRISTINE PARKER, WAS ABSENT DUE TO PERSONAL REASONS.

(II)

INTRODUCTION AND / OR REQUEST OF VISTORS NOT APPLICABLE.

(III)

NEW BUSINESS:

1. DISCUSSION/ADOPTION OF THE UPDATED EMPLOYEE HANDBOOK POLICY AND PROCEDURE MANUAL. MAYOR AND COUNCIL DISCUSSED THE TOWN EMPLOYEE HANDBOOK POLICY. MAYOR SHAFFER ADVISED COUNCIL THAT THIS WAS A MODEL FROM THE MUNCIPALITY ASSOCIATION THAT WAS DRAFTED IN 2008 WITH UPDATED AMENDMENTS. THE LAST EMPLOYEE HANDBOOK WAS DONE IN 2006. A MOTION WAS MADE BY COUNCILMAN TUTEN TO DELETE THE POLICY THAT AFTER 22 YEARS OF SERVICE AN EMPLOYEE MAY ACCUMULATE 4 WEEKS OF ANNUAL LEAVE. COUNCILMAN CAMPBELL SECONDED THE MOTION. ALL MEMBERS WERE IN FAVOR. A MOTION WAS MADE BY COUNCILMAN GRIFFITH THAT EMPLOYEES MUST WORK ONE FULL YEAR TO BE ELIGIBLE FOR ANNUAL LEAVE. AFTER AN EMPLOYEE'S SIXTH YEAR, ONE DAY IS ADDED UNTIL 3 WEEKS ARE EARNED. THE MAXIMUM NUMBER OF ANNUAL LEAVE DAYS WHICH CAN BE ACCUMALATED IS 15 DAYS. THE MOTION WAS SECONDED BY COUNCILMAN TUTEN. ALL MEMBERS WERE IN FAVOR. MAYOR SHAFFER ADVISED COUNCIL THAT THE WORDING IN THE MANUAL HAS BEEN AMENDED TO REFLECT HEALTH INSURANCE IS AVAILABLE BY THE TOWN TO ALL FULL TIME EMPLOYEES RATHER THAN PROVIDED TO ALL FULL TIME EMPLOYEES, COUNCIL MEMBERS, AND THE MAYOR. A MOTION WAS MADE BY COUNCILMAN TUTEN TO CHANGE BEREAVEMENT LEAVE FROM 2 DAYS TO 5 WORKING DAYS. THE MOTION WAS SECONDED BY COUNCILMAN GRIFFITH. ALL MEMBERS WERE IN FAVOR. A MOTION WAS MADE BY COUNCILMAN GRIFFITH TO ADOPT THE TOWN OF VARNVILLE'S EMPLOYEE HANDBOOK. THE MOTION WAS SECONDED BY COUNCILMAN SMITH. ALL MEMBERS WERE IN FAVOR. COUNCILMAN GRIFFITH TOLD THE MAYOR THAT HE DID A GOOD JOB ON THE POLICY MANUAL AND REQUESTED THAT THE MAYOR MEET WITH EMPLOYEES TO GO OVER IT TO MAKE SURE EVERYONE UNDERSTANDS THE CHANGES. MAYOR SHAFFER AGREED AND SAID HE WOULD LIKE EVERYONE TO MEET INCLUDING COUNCIL MEMBERS AND HE WOULD SET IT UP AND ADVISE EVERYONE OF THE DATE.

2. ORDINANCE 2012-01 SETTING COUNCIL AND MAYOR COMPENSATION. MAYOR SHAFFER GAVE COUNCIL THE FIRST READING OF TOWN ORIDNANCE 2012-01. A MOTION WAS MADE BY COUNCILMAN MAJOR AND SECONDED BY COUNCILMAN GRIFFITH. ALL MEMBERS WERE IN FAVOR.

3. EXECUTIVE SESSION TO DISCUSS THE APPOINTMENT OF A NEW EMPLOYEE. A MOTION WAS MADE BY COUNCILMAN GRIFFITH TO GO IN EXECUTIVE SESSION TO DISCUSS THE APPOINTMENT OF A NEW EMPLOYEE. THE MOTION WAS SECONDED BY COUNCILMAN CAMPBELL. AFTER THE DISCUSSION, COUNCILMAN GRIFFITH MADE A MOTION TO COME OUT OF EXECUTIVE SESSION. THE MOTION WAS SECONDED BY COUNCILMAN CAMPBELL. A MOTION WAS MADE BY COUNCILMAN GRIFFITH TO HIRE AMY ROBERTS AS A PART-TIME EMPLOYEE OF THE TOWN OF VARNVILLE. THE MOTION WAS SECONDED BY COUNCILMAN TUTEN. ALL MEMBERS WERE IN FAVOR .

(IV)

ADJOURNMENT. A MOTION WAS MADE AT 5:10 PM BY COUNCILMAN GRIFFITH TO ADJOURN THE SPECIAL COUNCIL MEETING. THE MOTION WAS SECONDED BY COUNCILMAN CAMPBELL. ALL MEMBERS WERE IN FAVOR.