

**Town Of Hertford
Town Council Meeting Minutes
Tuesday, March 23, 2021
6:00 PM**

CALL TO ORDER

The meeting was called to order by Mayor Brown at 6:12 PM.

INVOCATION

The invocation was done by Mayor Brown.

The Pledge of Allegiance was cited.

COUNCIL MEMBERS PRESENT

Mayor Pro Tem Hodges (Zoom), Mayor Earnell Brown, and Councilman Jerry Mimlitsch(Zoom).

STAFF PRESENT

Town Manager Pam Hurdle.

OTHERS PRESENT

Zoom.

Mayor Brown stated the purpose of the meeting is to discuss the Pay Study and Personnel policy. Mayor Brown stated she will open the floor for dialogue and then accept a motion to accept or deny the pay study and personnel policy. The document has been available to the governing body since October 2020 so questions could have been asked.

Personnel Policy discussion:

Council Mimlitsch- the only thing he had was what Councilman Jackson brought up on page 18 about grievance for the employees. Manager Hurdle stated that Mrs. Veasey had recognized the mistake and taken that out of the policy. Councilman Mimlitsch agrees with the pay study and the personnel policy and thinks it is excellent in all areas.

Mayor Pro Tem Hodges- agree with Councilman Mimlitsch that there is a lot of good recommendations. Mayor Pro Tem Hodges noted that he had talked with a group about the turnover and its cost, and how the Maps Group spoke on turnover and the cost. The policy is being very due and strongly in favor of passing it.

Mayor Brown- stated she had reviewed the document when it was first presented and it was necessary to have an HR policy. It assists the employees to work towards progression and be awarded for what they do. The Maps Group and NCLM being the latter of experts, it is a good document.

Mayor Brown called for a motion to approve the personnel policy. A motion was made by Councilman Mimlitsch and seconded by Mayor Pro Tem Hodges. The vote:

Mayor Pro Tem Hodges	Yay
Councilman Mimlitsch	Yay
Mayor Brown	Yay

3-0.

The Council voted to approve the personnel policy.

Pay Study discussion:

Manager Hurdle stated that Mrs. Veasey of Maps Group had recommended the pay study as a catchup mechanism. The pay study will place employees in the correct pay grade which consists of the pay range. It was recommended a rate of a little over six percent across the board increase. Manager Hurdle stated that this was in October and new employees and probational employees' salary was not reflected in the total amount.

Manager Hurdle stated that COLA can be a part of the increase if the budget allows this. Manager Hurdle stated that a bonus for employees has already been approved with up to a five percent bonus.

Mayor Brown- stated with the increase the town will not be above other municipalities.

Councilman Mimlitsch- asked without all the numbers can we do the increase in July. Manager Hurdle stated the recommendation is doable but has to keep in mind the already approve bonus.

Mayor Pro Tem Hodges- with the turnover and its effect, the increase should be targeted for July 1. Mayor Pro Tem compared the pay study to the water/sewer rates not being adjusted for years.

Councilman Mimlitsch asked if Mayor Pro Tem Hodges was suggesting both the pay study increase and the COLA. Mayor Pro Tem Hodges stated base of the study and COLA can be flexible. Manager Hurdle stated that this is good with remembering the approved bonus and the COLA be up to three percent if the revenues allow it.

Mayor Brown stated she will give the gravel to Mayor Pro Tem Hodges so she can make a motion. Mayor Brown made a motion to approve the recommendations of the pay study and the COLA increase up to three percent, providing the funds available. Councilman Mimlitsch offered a friendly amendment to allow the COLA up to three percent if funds are available. Mayor Brown accepted the friendly amendment. Mayor Pro Tem Hodges called for the vote. Manager Hurdle stated she will work up the numbers and apply them to the budget and report the results to the council. The motion was seconded by Councilman Mimlitsch. The vote was:

Mayor Pro Tem Hodges Yay

Councilman Mimlitsch Yay

Mayor Brown Yay

3-0.

The Council voted to approve the recommendations of the pay study and the COLA increase up to three percent, providing the funds available.

The gravel was given back to the Mayor.

A motion was made by Councilman Mimlitsch and seconded by Mayor Pro Tem Hodges to adjourn the meeting. The vote was:

Mayor Pro Tem Hodges Yay

Councilman Mimlitsch Yay

Mayor Brown Yay

3-0.

The Council voted to adjourn.

The meeting was adjourned at **6:34 pm**.

6:34 pm.