

October 22, 2007

The Middlesex Governing Body met in Special Session on October 22, 2007 for the purpose of a Closed Session to interview an applicant, for a brief open session to discuss staffing in the town hall and a proposed town credit card. Mayor Luther H. Lewis, Jr. called the meeting to order at 7:30 p.m. and gave the invocation. Commissioners Derek Bissette, Luke Robinson, Fred Hough, Harold Meacombs were present. Commissioner Basco Lewis was absent. The only guest was applicant Terry McClintock, who was present to interview for the Assistant Utility Director's position.

Commissioner Robinson moved to go into Closed Session under G.S.143-318.11(a)(6) to interview Mr. McClintock. Commissioner Hough seconded his motion and it carried unanimously.

Back in Open Session, Commissioner Bissette moved to hire Terry McClintock effective Monday, October 29th, for the full time position of Assistant Utility Director at a starting salary of \$21,284 (\$10.24 per hour) for a six-month probationary period. Commissioner Robinson seconded the motion and it carried unanimously.

Mayor Lewis discussed with the Board his recommendation to change Peggy Bissette from a part time to full time employee, continue her present duties, appoint her as Zoning Administrator, and complete the projects started by Joyner. Bissette was told that she would be expected to perform most of the duties of the town administrator, with the exception of the Personnel Manager, which will be Mayor Lewis. Bissette stated she would be willing to accept these responsibilities until February 2009, at which time she would be fully retiring. Mayor Lewis proposed to hire a full time Administrative/Financial Assistant to assist the Clerk/Finance Officer and stated that at the present time, he feels this would be the town's best option. After a brief discussion regarding Bissette's salary, Commissioner Robinson moved to hire Bissette full time at a salary of \$19.50 per hour, appoint her as Zoning Administrator, and Commissioner Meacombs seconded the motion and it carried unanimously.

The Board agreed to advertise for a full time Administrative/Financial Assistant in the News & Observer for two Sundays, and in the Wilson Daily Times two consecutive Wednesdays and Saturdays and the deadline for applications will be November 30th. Commissioner Meacombs moved to advertise and solicit for a full time Administrative Financial Assistant and present a recommendation to the Board. Commissioner Bissette seconded his motion and it carried unanimously.

Commissioner Meacombs moved to apply for a Visa credit card through The Heritage Bank with a credit limit of \$5,000. This card would be used for motel rooms, online advertising, and other purchases when a check would not be accepted, or when we do not have an established charge account. Commissioner Robinson seconded the motion and it carried unanimously.

Clerk Lambert advised the Board that computer upgrade training is scheduled for November 5th at Logics Software in Raleigh, and that Logics personnel will be on site on Tuesday, November 6th to train on the Accounts Payable and General Ledger modules. Mayor Lewis volunteered to keep the town hall open on Monday, the 5th, to answer the phone and take payments, and the town hall will be closed on Tuesday, November 6th. A notice will be posted on the website, on the town hall bulletin board, the town hall voice mail, and on the October 30th utility bills.

Being no further business, Commissioner Hough moved to adjourn.

Jennifer Lambert, Clerk

Mayor Luther H. Lewis, Jr.
Commissioners
Harold Meacombs
Fred Hough
Luke Robinson
Derek Bisette