

MINUTES OF THE BOARD SPECIAL CALLED MEETING
OF THE TOWN BOARD OF COMMISSIONERS
TOWN OF WILLIAMSTON, NC

February 16, 2021

The Board of Commissioners of the Town of Williamston met in special session on Tuesday, February 16, 2021 at 5:30 p.m. in the NC Telecenter located in the Town Hall at 102 East Main Street, Williamston, NC.

PRESENT Mayor Joyce Whichard-Brown
Commissioners: Mayor Pro Tem Ronell Rodgers, Jerry Knox, Alton, Moore Al Chesson, and William Coffield
Town Administrator: John O'Daniel
Town Clerk: Christina Craft
Town Attorney: Dan Manning
Fire/EMS Chief: Michael Peaks
Human Resource Administrator: Martha-Brown Lilley

ABSENT None

CALL TO ORDER AND INVOCATION

The Mayor called the meeting to order and welcomed everyone. Commissioner Knox led the pledge of allegiance. Commissioner Moore offered the invocation, after a moment of silence for the COVID victims and their families.

AGENDA APPROVED

The Mayor asked if there were any adjustments to the Regular Agenda or if the Board wished any items to be removed or added the Agenda. *It was moved by Commissioner Chesson, seconded by Commissioner Moore, and unanimously passed to approve the agenda as presented.*

AUTHORIZATION OF TOWN ADMINISTRATOR RECRUITMENT

The Mayor reported the Board needs to review the advertisement for the Town Administrator position and the position should be advertised as has been done in the past. The Mayor reported the advertisement presented incorrectly listed the Town Administrator as the Chief Executive Officer which is the title reserved for the Mayor. The Town Administrator position is the Chief Administrative Officer. Commissioner Rodgers requested all applicants should be reviewed by the Board. The Mayor reported all applicants were reviewed by the Board in the past. The Town Clerk reported all applicants were reviewed and only ones with the qualifications were presented to the Board. The Human Resources Administrator reported all applicants were listed on a spreadsheet with the names removed, but all qualifications were listed. All resumes were made available for the Board to review, even if they did not have the qualifications required. Only applicants chosen by the Board were interviewed. The Board chose from 18 applicants by qualifications only but applications were available for review. The Human Resource Administrator reported the Town Administrator position was posted in NC League of Municipalities in the Southern City bi-monthly magazine, the Town's website and facebook page, and the local newspaper. Commissioner Chesson requested the position to be posted on Indeed also as it is a professional website. It was the consensus of the Board to post the job advertisement and description for first review of applicants on April 1, 2021.

CLOSED SESSION

It was moved by Commissioner Moore, seconded by Commissioner Coffield to go out of special session into closed session to address Personnel per N.C.G.S. 143-318-11(a)(3) and for Attorney/Client Privilege per N.C.G.S. 143-318-11(a)(6). The motion passed unanimously.

It was moved by Commissioner Knox to go out of closed session and into special session. The motion was seconded by Commissioner Coffield and passed unanimously.

APPROVAL OF INTERIM TOWN ADMINISTRATOR

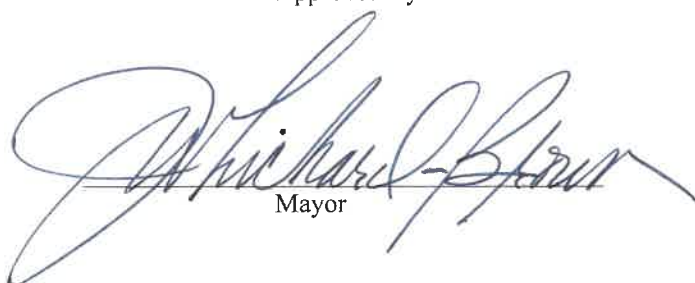
Commissioner Chesson made a motion to name Christina Craft the interim Town Administrator, seconded by Commissioner Coffield and passed unanimously.

There being no further business, the Mayor declared the meeting adjourned at 7:03 p.m.

Submitted By:

Approved By:


Town Clerk


Mayor