

Glen Alpine Board of Alderman

6-30-25 Meeting minutes

Call to Order at 6pm by Mayor Lewis

Invocation by Pastor John Terry

Pledge of Allegiance

Mayor Lewis explains this meeting is to discuss Policies & Procedures and she just needs an approval of the agenda. Motion to approve agenda was made by Alderman Scott, and approved unanimously.

Public Comment: Stan Benedict- citizen, spoke about everyone working together for the good of the town. Even with differences of opinions we all should make decisions that are best for the town. He also gave an update on the parade and food vendors that will be available. Bob Benfield- citizen & former mayor, said he hates to see how our town has become so divided. He directed Mayor Lewis to get the board on the same page. Board members need to work together. He said we need to get back the integrity that we had years ago. He said nobody loves this town more than Reid Scott and we all need to come together and work better together. He said we have good services and employees in the town. He said he hopes people will use their right to vote at the next election. The people want blame but if people don't vote they're to blame. He said to Michelle Lewis that she is the key to making this board a team as Mayor. He also commented that the town can't survive long with the current tax rate. He doesn't like paying taxes either but the town will have to fold at the rate it is at now. He apologized for resigning as former Mayor but stated that his family comes first. Elise Hembree- citizen, she has raised a family here and loves the town. She has 2 concerns she would like to address to the board. 1- the 4 way stop, she is concerned about the amount of traffic at this stop and how many people don't stop and just run the stop sign. She suggests plenty of signage if the park is going to stay there. 2- she stated that certain social media posts and articles in the newspaper were concerning. Stating they were unprofessional and statements can make everyone look bad as a town. She is concerned about the article stating that two aldermen want to absorb the town charter and she doesn't understand why that would be a good idea. It would reduce our community spirit and take away some of our town services such as trash pickup, police and surely raise our taxes. She said her only other concern was about the state audit and why some of the records couldn't be provided with the understanding that any agency could request records. Attorney Denton asked to speak about the Town Charter, he said only the state legislature can dissolve a charter. Even if the board voted to do it they couldn't without involving state legislature.

Decision: Item #1 Policies and Procedures Alderwoman Perkins said she didn't know that was her responsibility to go over policies and procedures. She thought everyone decided this as a group. Alderman Boone said if the current policy and procedures has been in place for previous boards then we adopt this policy and set a standard that we review month by month and add as needed. He asked that each town employee be up to date with it and sign that they have reviewed it. Alderwoman Perkins said she agrees that has been out of date for so long and there are things missing that should be added. The employment application needs to be updated. We need to add job descriptions. Alderman Boone made a motion that all employees be given a current policy and procedures and sign that they have reviewed it within 45 days. Passed unanimously. Alderwoman Perkins made a motion to get assistance from NCLM or WPCOG to assist with policy and procedures. Passed 3-1, Alderman Scott voted No. Clerk Reed stated she sent out a policy and procedure that was City of Morganton as a reference. All that of that could be a good starting point for Glen Alpine. Attorney Denton agreed. He said that is what these other agencies will do is use one from another town. Alderman Miller said that is a good idea. Alderwoman Perkins said she thinks we can get assistance without having to pay for it.

Supervisors and Dept Head Quarterly Meeting Alderwoman Perkins asked Fire Chief Marlowe how his department is going and if he has ever seen a policy for his department. Chief Marlowe said they have their own SOG policies and procedures that we follow. He is working on updating this because if he followed the policy exactly then he wouldn't have a fire department. He would lose everyone due to the lack of interest in volunteering. He said they only get paid \$10 per call but that isn't much. Fire Chief Marlowe shared news that was received today that a grant he applied for was approved. He applied for another grant but hasn't heard back yet. The grant that was approved is for Equipment and purchase of a new service vehicle. He has to send in a quote of the new vehicle before they will approve. Alderwoman Perkins asked Chief Marlowe if he meets with his department on a regular basis. Chief Marlowe said yes but they don't really go over SOG's. He said they were written in 2013 and haven't been updated since. He added as firefighters they follow the policies and procedures for the town like everyone else. Alderman Scott asked Chief Marlowe if he has any full-time firemen.

Chief Marlowe said no. Alderman Scott asked about a boat that was purchased for \$5k. Chief Marlowe said he was told by the board that as long as it is included in his budget he doesn't have to ask. Alderman Scott asked why we need all these boats. Alderman Miller said he agrees with Chief Marlowe that they had discussion about this. As long as he stayed within his budget he could purchase. Chief Marlowe said he came to present it but was told he didn't have to if it was included in his budget. Alderman Boone asked Chief Marlowe what he plans on doing for his employees between now and end of the year to recognize them and let them know they are appreciated. Chief Marlowe said they just had a cookout and they will meet again at some point. Alderman Boone said morale is important and encourages him to show them they are appreciated.

Alderwoman Perkins asked Nick Adams how Public Works is going. N. Adams said just busy and getting ready for the parade. Alderwoman Perkins asked who tells him what he is supposed to do each day and how does his schedule work. N. Adams said the schedule was created by the previous supervisor but he has tweaked it a little. It does change at times due to weather. Alderwoman Perkins asked if someone has a complaint who do they call. N. Adams said Crystal. Alderwoman Perkins asked if communication between you and the Town Administrator is good. N. Adams said yes. Alderwoman Perkins asked if he had any discrepancies with the board. N. Adams said he just stays to himself and gets his work done. Alderman Scott asked about the purchase of a boom truck that would be operated by someone with CDL. N. Adams said he is willing to get his CDL's but he doesn't have the manpower to be away for a long period of time. He added it would be easier to do in the winter when things are slower. Alderman Boone asked what he does to show Kenny he is appreciated. N. Adams said they will buy pizza every once in a while and exchange gifts at Christmas. They have never used town funds for any of this. Alderman Boone said you have town funds to use for that. Alderwoman Perkins asked Kenny Williams if he'd like to say anything. K. Williams said he'll keep his comments to himself. Clerk Reed asked if both Nick and Kenny want to take CDL class. N. Adams said if they can go at different times it would be good. Alderwoman Perkins asked Police Chief Kirk Penley if he gives a new hire a job description and procedure policy. Chief Penley said all his new hires have 5-7 years of experience so they already know what is expected and procedures. They sometimes need some experience with working accidents. He added his new officers are all doing well and they are working out great. Alderwoman Perkins, Chief Penley & Capt Trull had discussion about police procedures. She asked if he is notified of certain functions where police officers are needed. Chief Penley answered that he would like to have a better notice at times. With the officer shortage he sometimes needs to change the work schedules to accommodate. Alderman Scott asked Chief Penley how many officers we have now. Chief Penley said 3 officers, 1 captain and himself with one open position. Alderman Scott said Drexel does it with 5 officers. Chief Penley said if he had a massive reserve pool it would be ok. Alderman Scott asked how many Reserve officers do we have. Chief Penley said 2 active and they both work full-time elsewhere. Alderman Boone, Chief Penley & Capt Trull discuss the requirements for the Reserve officers and when they start to purge officers who haven't worked over time. Alderman Boone asked Chief Penley if he is doing things for his employees to show appreciation. Chief Penley said yes. They are happy to just get updated equipment. Alderwoman Perkins asked Clerk Reed what things are going well in her department. Clerk Reed said the budget was finalized with the help of WPCOG. She stated the auditors seemed to be satisfied when they were here. Alderwoman Perkins asked Clerk Reed if she has ever seen her job description. Clerk Reed said she was told what her job description was when she interviewed but found a copy of the actual job description in the minutes from 2022 which states it needed to be signed. Alderwoman asked Clerk Reed how she feels about communication with the board. Clerk Reed answered no issue. Alderwoman Perkins asked if she handles the day to day issues of the town and the employees. Clerk Reed said it gets a little confusing because the understanding was all departments were directly under her but the board changed that when they decided to let Michelle take over the day to day. A lot of the communication between Public Works and her stopped because they were reporting to Michelle. She said the board made that decision. Alderwoman Perkins said she thinks it should be under Clerk Reed as Town Administrator because she is here daily and receives all the telephone calls and can direct people about concerns. Clerk Reed just said communication needs improvement so that she is aware of what work is going on for the day to day. Alderman Boone stated that in the policy it states that Manager, Finance Officer, Town Clerk is one person. He asked Clerk Reed if she understands that she is all of those titles. Clerk Reed said yes and that was the understanding when she was hired. Alderman Boone asked what can we do as the board to support you now that you have inherited all the departments back again. Clerk Reed stated the board needs to be more involved in the day to day. She added that the board have more faith and trust in the supervisors that they hired for the job. Attorney Denton said he doesn't think she can be called a Town Manager so let him research that because you can't put too much on her. Alderman Perkins said she just doesn't agree that the mayor should have those powers when she isn't able to be here daily. Alderman Scott said as a board member we should be able to go talk to Crystal instead of having to wait a month. Attorney Denton said its the boards responsibility to set the policy and Crystal would make sure policies are being followed. Mayor Lewis stated she has never received a complaint about Chief Penley. Alderman Boone made motion to adjourn at 7:36pm

