

SPECIAL TOWN COMMISSION MEETING HELD MAY 27, 2015

Special Town Commission Meeting of the Town of Ocean Ridge held on Wednesday, May 27, 2015, at 8:30AM in the Town Hall Meeting Chambers.

The meeting was called to order by Mayor Pugh. The roll call was answered by the following:

Commissioner Aaskov  
Commissioner Allison  
Mayor Pugh  
Commissioner Bonfiglio  
Commissioner Lucibella

Mayor Pugh announced that this workshop meeting was to discuss succession planning.

Town Manager Schenck summarized his memorandum by stating that the purpose of the meeting was to discuss personnel options concerning the pending retirement of the Town Clerk in January. He advised that she currently serves as the Town Clerk, Finance Director, and Zoning Coordinator and therefore the Town must review the most efficient way to reconfigure the personnel to accomplish the tasks. He stated that the Zoning Coordinator works in conjunction with the other employees in the office, the Town Attorney and Hy-Byrd personnel. A full time position is not necessary so an option would be to expand the use of Hy-Byrd personnel with Town staff. Karen could also possibly contract to Hy-Byrd to serve as a consultant on an as needed basis at an hourly rate. Hy-Byrd is agreeable to both options. Her knowledge of the Town could remain useful, especially since the Town Attorney will also be retiring.

Town Manager Schenck explained that the position of Town Clerk will also need to be filled and unfortunately with her current duties, records management would now need to be a main focus. He added that most Clerks do not perform finance duties. Three main options for the Finance Director include: remaining status quo promoting from within, thus keeping the Clerk/Finance duties combined (however; this could be the appropriate time to make a change), hire either a full time employee, or a part time individual to review the finances periodically. Other small communities in the area use the latter two options and in some the Finance Director is also the Manager. He commented that finances is not one of the tasks he could assume. He mentioned that the Deputy Town Clerk currently handles the day to day finance work (similar to a bookkeeper) in addition to Deputy Clerk duties. He stated that the Deputy Town Clerk and the Receptionist Clerk handle portions of the building permit duties. The replacement would also depend on the qualifications of the applicants for the various positions.

He concluded by stating that staff was seeking input and ideas on how the Commission would like to see the Town operate in the future.

Comm Allison commented that she felt his memorandum was totally confusing and felt they should have been provided with a chart on the duties of the administrative staff. She questioned if the records retention could be something that the Reception Clerk could be involved in to which she was advised that she could but training for all would be involved. She was also given a brief summary of the Clerk's Office staff that was previously distributed.

Comm Lucibella clarified that Atty Spillias was indeed planning on retiring after the one year contract. Comm Lucibella then suggested hiring a firm to perform the non-routine accounting and shifting the zoning duties described to the Town Manager.

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Town Clerk Hancsak mentioned that the main purpose of the meeting is to provide staff direction on whether the Commission wanted to transition from the Clerk/Finance Director to a Town Manager/Finance Director as that will affect the job advertisement that needs to take place.

Mayor Pugh commented that he felt the Town Manager should be both the Finance Director and Zoning Coordinator in order to be fully knowledgeable in the running of the Town. Comm Bonfiglio agreed. Comm Aaskov questioned if the Town Manager would be comfortable in working with the Town Clerk on Finance to which he felt he would not be comfortable.

Comm Bonfiglio questioned the Town Manager when he planned on retiring to which he advised he did not plan to immediately retire, however; he understood the possible reorganization plans.

Comm Lucibella suggested that a Town Manager/Finance Director and Town Clerk position be advertised with a training period of up to 6 months and possibly seek the advice of a head hunter. Town Clerk Hancsak stated that the Town has utilized the Range Rider program in the past, however; it is not necessarily needed as there were many qualified local candidates seeking advancement when there were prior openings.

Mayor Pugh felt the Town Manager/Finance Director should be advertised and hired first so that he/she would have input on any further reorganization.

Ken Kaleel, 86 Island Drive So, stated that this was the most important meeting of the year and he was pleased to see the Commission input and felt the Town Manager had needed to set out a plan. He added that the time to change is now and advertisements for both should be completed soon as many contracts coincide with the beginning of a fiscal year.

There was a consensus for the staff to develop a draft advertisement for both positions for distribution at the June 1<sup>st</sup> meeting.

Meeting Adjourned at 9:20 am.

Attest By:

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Town Clerk

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Mayor Pugh

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Commissioner Aaskov

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Commissioner Allison

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Commissioner Bonfiglio

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Commissioner Lucibella