

Administrative Process Committee

September 15, 2021

The meeting was called to order at 4:30 pm by Chairperson Toni Harper. Also in attendance were members Debbie Wolfe, Mayor Anthony Taylor, and Fiscal Officer Lydia Coakley.

Raise pay for Billy Robinette \$1 per hour due to his obtaining three licenses for spraying chemicals. Policy on this needs to be addressed in the Employee Manual as well, since he has already been paid an additional 50 cents, as per the manual. Because we needed multiple chemicals applied to our streets, the park, and other areas, we needed him to acquire all three licenses. This will be recommended to Council.

A question arose as to whether we need to do anything about people opening Bed & Breakfast facilities in town. Lodging tax? Zoning? An existing establishment is in the downtown area and would be in the business district. Another that will open soon is in a residential area. Mrs. Harper will notify the owner of the need to apply for a variance.

Lydia presented a letter from Shackleford's Disposal offering to extend our trash contract for an additional three years at a minimal charge. The committee agreed that we should recommend approval of this to Council.

Chairperson; T. Harper

The meeting was adjourned at 4:55 pm.