

MAYOR
Michael L. Alvarez

MAYOR PRO TEM
David L. Cohn



Town of
INDIAN TRAIL
north carolina

TOWN COUNCIL
Robert W. Allen
Christopher M. King
Darlene T. Luther
David K. Waddell

Indian Trail Town Council Meeting
January 10, 2012
Civic Building
6:30 p.m.

1. **CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE**
2. **ADDITIONS AND DELETIONS** **action**
3. **MOTION TO APPROVE AGENDA** **action**
4. **PUBLIC COMMENTS**
5. **PRESENTATIONS**
None
6. **CONSENT AGENDA**
 - a. Approval of Minutes, December 13, 2011
 - b. Tax Report for Month-End, December 2011
7. **PUBLIC HEARINGS: *NONE FOR THIS MEETING***
8. **BUSINESS ITEMS**
9. **DISCUSSION ITEMS**
 - a. Overview of Solid Waste Services
 - b. Overview of Strategic Planning
 - c. Review of Board/Committee Appointment Policy
10. **MANAGERS REPORT**
11. **COUNCIL COMMENTS**
12. **CLOSED SESSION**
13. **ADJOURN** **action**

To speak concerning an item on the Agenda, please print your name and address on the sign up sheet on the table prior to the meeting. Each speaker will be limited to 3 minutes.
AS A COURTESY, PLEASE TURN CELL PHONES OFF WHILE MEETING IS IN PROGRESS.



Town of Indian Trail
Minutes of Town Council
December 13, 2011
Civic Building
6:30 P.M.

The following members of the governing body were present:

Mayor: Michael L. Alvarez

Council Members: Robert Allen, David Cohn, Christopher M. King, Darlene Luther, and David Waddell.

Staff Members: Town Manager Joe Fivas, Town Clerk Peggy Piontek, Town Attorney Keith Merritt, Planning Director Shelley DeHart, Finance Director Marsha Sutton, Tax Collector Janice Cook, and Human Resources Miriam Lowery.

CALL MEETING TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Quinn called the meeting to order and lead the Pledge of Allegiance. He welcomed Representative Horn, friends and families of the incoming Elected Officials.

OATH OF OFFICE

Councilmember Elect Christopher King was sworn in by the Town Clerk, Peggy Piontek.

Councilmember Elect David Cohn was sworn in by Mayor Quinn.
Councilmember Elect David Waddell was sworn in by Mayor Quinn.
Mayor Elect Michael Alvarez was sworn in by Mayor Quinn.

Council took and returned from a short break, upon returning Mayor Alvarez facilitated the meeting.

ADDITIONS AND DELETIONS

Darlene Luther made a motion to approve adding consideration of a rural center grant as item 11a.
Council voted unanimously in favor of the motion.

MOTION TO APPROVE AGENDA

David Waddell made a motion to approve the agenda.
Council voted unanimously in favor of the motion.

PRESENTATIONS

a. Christmas Parade Awards

Union West Rotary President Chad Hannon and a representative from the Indian Trail UPS Store presented the following awards: Fun Outdoor received the most creative, Sun Valley Marching Band received the Youth Award and Santa and Mrs. Claus received the Best Overall.

Mayor Alvarez acknowledged Randy Simpson for donating the tree on the front lawn of Town Hall, Herman Stone of Stone theatre for donating the tree at Crossing Paths Park, any and all members of Rotary Club for their hard work on the parade and the town staff for the hard work they did as well.

CONSENT AGENDA

- a. Approval of November 29, 2011 minutes
- b. Tax Report for month end of November
- c. Adoption of 2012 Council Meeting schedule **(COPY ATTACHED HERETO AND MADE A PART OF THESE MINUTES.)**

Darlene Luther made a motion to approve the Consent Agenda.
Council voted unanimously in favor of the motion.

PUBLIC COMMENTS

Mayor Alvarez read the rules of Public Comments

Art Spur, 4100 Woodcreek Court, Indian Trail, NC explained why he moved into Indian Trail and doesn't want to see it change. He spoke about the Oath he took in the Military advising that it is not much different than what was said tonight. He advised that he would give his life for their freedom and challenged the Council on what they would do for the citizens.

APPOINTMENTS

a. Mayor Pro Tem

Council Member King nominated Council Member Cohn for Mayor Pro Tem. Council Member Allen nominated himself for Mayor Pro Tem. Mayor Alvarez took a vote and it was 3-2 in favor of Council Member Cohn with Council Members Allen and Luther opposing.

Town Clerk Peggy Piontek swore in Council Member David L. Cohn as Mayor Pro Tem.

b. MUMPO Representative

Mayor Alvarez acknowledged that this position defaults to him, but said there has been interest by other Council Members and he opened the floor for nominations. Council Member Allen nominated Council Member King as the MUMPO Representative. Council voted unanimously in favor of the nomination.

c. MUMPO Alternate

Council Member King nominated Mayor Alvarez for alternate MUMPO Representative. Council voted unanimously in favor of the nomination.

d. Council of Governments Representative

Council Member King nominated Council Member Waddell as he COG Representative. Council voted unanimously in favor of the nomination.

e. Council of Governments Alternate

Council Member Waddell nominated Council Member Luther as the alternate COG Representative. Council voted unanimously in favor of the nomination.

PUBLIC HEARINGS

NONE

COUNCIL COMMENTS

Mr. Waddell thanked everyone for coming out and being involved with the local government, encouraging them to stay involved. He asked that citizens let them know if they are going in the right or wrong thing. He thanked Mr. Stanton, Mr. D'Onofrio and Mr. Chopelas for attending tonight.

Mr. Allen thanked everyone for their participation, looks forward to working with the new Council Members and thanked them for being interested in running. This is where vision meets reality and it's very interesting. It'll be a learning curve, but there's a bright future.

Mr. Cohn thanked everyone for coming out tonight. It's been a lot of fun and is looking forward to a different kind of fun. He hopes the Lord will turn him in the right direction and do the right thing, that's why he ran. He will try very hard and do the best he can do. There will be mistakes along the way, hopefully he can correct them and looks forward to citizens assistance. You will see a lot of positives in this Council and he is honored to be on the Council and in Indian Trail.

Ms. Luther is excited about the new Council and is looking forward to working with everyone. It's the beginning of a lot of fun and will continue to do so. She congratulated all the new members.

Mayor Alvarez thanked all the former Council Members that are here tonight for the years of service to the Town and to the current Council to live up to the expectations of the people. The path and road set before them by previous Councils it is a great responsibility and honor to be in a position you're in. He thanked the audience for coming out and requested they stay involved. The more people that are involved the better our town will be. He will be out there and expects to see them with him. He thanked them for the honor of the position and hopes not to disappoint.

Mr. King thanked everyone for coming out tonight, he's excited to be here and honored. There are good people up here that will do great things. He has nothing but the best interest of Indian Trail, it's all about going forward and doing the best for Indian Trail.

CLOSED SESSION

Robert Allen made a motion to enter closed session NCGS 143-318.11 (a)(4) To discuss matters relating to the location or expansion of business in the area served by this body.

Council voted unanimously in favor of the motion.

Robert Allen made a motion coming out of Closed Session.

Council voted unanimously in favor of the motion.

RURAL GRANT PRE-APPLICATION

This matter was added as a result of a motion made in Additions and Deletions.

Robert Allen made a motion to approve the Rural Grant Application.

Council voted unanimously in favor of the motion. **(COPY ATTACHED HERETO AND MADE A PART OF THESE MINUTES.)**

ADJOURN

Christopher M. King made a motion to adjourn

Council voted unanimously in favor of the motion.

APPROVED:

Michael L. Alvarez, Mayor

Attest: _____

Peggy Piontek, Town Clerk

2011 DECEMBER MONTH END TAX REPORT

TAX YEAR	STARTING BALANCE 12/1/2011	ENDING BALANCE 12/31/2011	CHARGES FOR YEAR	COLLECTION FOR YEAR	PERCENTAGE COLLECTED
2011	\$2,317,623.75	\$1,219,301.03	\$5,628,954.60	\$4,409,653.57	78.34%
2010	\$83,963.40	\$83,570.45	\$5,597,315.00	\$5,513,744.55	98.51%
2009	\$63,214.44	\$63,170.02	\$5,576,221.58	\$5,513,051.56	98.87%
2008	\$24,813.46	\$24,639.85	\$5,416,758.49	\$5,392,118.64	99.55%
2007	\$14,036.93	\$13,867.76	\$4,077,821.57	\$4,063,953.81	99.66%
2006	\$15,816.49	\$15,762.45	\$2,060,861.15	\$2,045,098.70	99.24%
2005	\$3,518.67	\$3,424.56	\$1,429,048.80	\$1,425,624.24	99.76%
2004	\$3,767.72	\$3,668.02	\$1,263,368.62	\$1,259,700.60	99.71%
2003	\$3,903.57	\$3,833.43	\$1,027,898.93	\$1,024,065.50	99.63%
2002	\$3,372.45	\$3,386.47	\$905,030.97	\$901,644.50	99.63%
2001	\$1,827.94	\$1,833.25	\$776,883.54	\$775,050.29	99.76%
2000	\$302.37	\$302.37	\$635,898.50	\$635,596.13	99.95%
TOTALS	\$2,536,161.19	\$1,436,759.66	\$34,396,061.75	\$32,959,302.09	95.82%
BILLING		\$2,591.28	STORMWATER/new houses		
		\$712.80	STORMWATER/commercial		
		\$1,680.40	LIENS		
		\$1,130.06	DISCOVERIES		
		\$6,114.54			
INTEREST		\$1,167.81			
ADJUST PAY DOWN		(\$244.90)	NSF CHECK		
ADJUST BILL UP		(\$25.00)	NSF CHECK FEE		
		(\$42.08)	SENIOR DISCOUNT IN ERROR		
		(\$67.08)			
ADJUST BILL DOWN		(\$27.51)	NSF CHECK FEE IN ERROR BY BANK		
RELEASES		(\$2,347.76)	PER UNION COUNTY (2336.96)		WRITE-OFFS (10.80)
Starting Balance		\$2,536,161.19			
Billing		\$6,114.54			
Interest		\$1,167.81			
Adjust bill up		\$67.08		Page 1 of 8	Balance sheet
Adjust pay down		\$244.90		Page 2-3 of 8	Starting balance
Adjust bill down		(27.51)		Page 4-5 of 8	Ending balance
Releases		(2,347.76)		Page 6 of 8	Collection rate
Payments		(1,104,620.59)		Page 7-8 of 8	All activity for month
Ending balance		\$1,436,759.66			

**Tax Master Balance
 Listing**

Customer Status: Active And Inactive

Year: All

(I) = Inactive

Customer Balance

Total Entries: 8471
 Total Balance: \$2,536,161.19

Principal Total:	\$1,935,964.53	RES STORMWATER 1	\$93,073.66
Interest Total:	\$33,180.92	RES STORMWATER 2	\$43,937.13
Advertising Total:	\$2,304.71	COMMERCIAL STORMWATER	\$421,080.03
Late Listing Total:	\$6,620.21	Overage:	\$0.00

Tax Totals By Year:

Tax Year	Amount Owed
2000	\$302.37

Principal Balance:	\$154.05	RES STORMWATER 1	\$0.00
Interest Balance:	\$146.92	RES STORMWATER 2	\$0.00
Advertising Balance:	\$1.40	COMMERCIAL STORMWATER	\$0.00
Late Listing Balance:	\$0.00		

2001	\$1,827.94
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Principal Balance:	\$961.42	RES STORMWATER 1	\$0.00
Interest Balance:	\$853.57	RES STORMWATER 2	\$0.00
Advertising Balance:	\$12.95	COMMERCIAL STORMWATER	\$0.00
Late Listing Balance:	\$0.00		

2002	\$3,372.45
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Principal Balance:	\$1,853.22	RES STORMWATER 1	\$0.00
Interest Balance:	\$1,519.23	RES STORMWATER 2	\$0.00
Advertising Balance:	\$0.00	COMMERCIAL STORMWATER	\$0.00
Late Listing Balance:	\$0.00		

2003	\$3,903.57
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Principal Balance:	\$2,251.31	RES STORMWATER 1	\$0.00
Interest Balance:	\$1,643.98	RES STORMWATER 2	\$0.00
Advertising Balance:	\$8.28	COMMERCIAL STORMWATER	\$0.00
Late Listing Balance:	\$0.00		

2004	\$3,767.72
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Principal Balance:	\$2,298.30	RES STORMWATER 1	\$0.00
Interest Balance:	\$1,446.20	RES STORMWATER 2	\$0.00
Advertising Balance:	\$23.22	COMMERCIAL STORMWATER	\$0.00
Late Listing Balance:	\$0.00		

**Tax Master Balance
 Listing**

Customer Status: Active And Inactive

Year: All

(I) = Inactive

Customer Balance

2005		\$3,518.67	
Principal Balance:	\$2,289.99	RES STORMWATER 1	\$0.00
Interest Balance:	\$1,206.12	RES STORMWATER 2	\$0.00
Advertising Balance:	\$22.00	COMMERCIAL STORMWATER	\$0.00
Late Listing Balance:	\$0.56		
2006		\$15,816.49	
Principal Balance:	\$10,303.71	RES STORMWATER 1	\$0.00
Interest Balance:	\$4,852.64	RES STORMWATER 2	\$0.00
Advertising Balance:	\$46.72	COMMERCIAL STORMWATER	\$0.00
Late Listing Balance:	\$613.42		
2007		\$14,036.93	
Principal Balance:	\$7,951.80	RES STORMWATER 1	\$0.00
Interest Balance:	\$3,006.14	RES STORMWATER 2	\$2,138.10
Advertising Balance:	\$84.75	COMMERCIAL STORMWATER	\$400.00
Late Listing Balance:	\$456.14		
2008		\$24,813.46	
Principal Balance:	\$16,655.33	RES STORMWATER 1	\$875.40
Interest Balance:	\$4,352.77	RES STORMWATER 2	\$652.56
Advertising Balance:	\$127.72	COMMERCIAL STORMWATER	\$1,568.60
Late Listing Balance:	\$581.08		
2009		\$63,214.44	
Principal Balance:	\$47,692.40	RES STORMWATER 1	\$1,582.21
Interest Balance:	\$8,543.96	RES STORMWATER 2	\$1,160.72
Advertising Balance:	\$408.39	COMMERCIAL STORMWATER	\$2,916.00
Late Listing Balance:	\$910.76		
2010		\$83,963.40	
Principal Balance:	\$63,484.12	RES STORMWATER 1	\$3,346.59
Interest Balance:	\$5,609.39	RES STORMWATER 2	\$2,039.05
Advertising Balance:	\$1,569.28	COMMERCIAL STORMWATER	\$7,034.68
Late Listing Balance:	\$880.29		
2011		\$2,317,623.75	
Principal Balance:	\$1,780,068.88	RES STORMWATER 1	\$87,269.46
Interest Balance:	\$0.00	RES STORMWATER 2	\$37,946.70
Advertising Balance:	\$0.00	COMMERCIAL STORMWATER	\$409,160.75
Late Listing Balance:	\$3,177.96		

**Tax Master Balance
 Listing**

Customer Status: Active And Inactive

Year: All

(I) = Inactive

Customer Balance

Total Entries: 5666
Total Balance: \$1,436,759.66

Principal Total:	\$1,089,704.46	RES STORMWATER 1	\$45,048.69
Interest Total:	\$33,972.11	RES STORMWATER 2	\$24,020.64
Advertising Total:	\$3,935.64	COMMERCIAL STORMWATER	\$234,237.23
Late Listing Total:	\$5,840.89	Overage:	\$0.00

Tax Totals By Year:

Tax Year **Amount Owed**
 2000 \$302.37

Principal Balance:	\$154.05	RES STORMWATER 1	\$0.00
Interest Balance:	\$146.92	RES STORMWATER 2	\$0.00
Advertising Balance:	\$1.40	COMMERCIAL STORMWATER	\$0.00
Late Listing Balance:	\$0.00		

2001 **\$1,833.25**

Principal Balance:	\$960.68	RES STORMWATER 1	\$0.00
Interest Balance:	\$859.62	RES STORMWATER 2	\$0.00
Advertising Balance:	\$12.95	COMMERCIAL STORMWATER	\$0.00
Late Listing Balance:	\$0.00		

2002 **\$3,386.47**

Principal Balance:	\$1,853.22	RES STORMWATER 1	\$0.00
Interest Balance:	\$1,533.25	RES STORMWATER 2	\$0.00
Advertising Balance:	\$0.00	COMMERCIAL STORMWATER	\$0.00
Late Listing Balance:	\$0.00		

2003 **\$3,833.43**

Principal Balance:	\$2,202.37	RES STORMWATER 1	\$0.00
Interest Balance:	\$1,624.85	RES STORMWATER 2	\$0.00
Advertising Balance:	\$6.21	COMMERCIAL STORMWATER	\$0.00
Late Listing Balance:	\$0.00		

2004 **\$3,668.02**

Principal Balance:	\$2,228.05	RES STORMWATER 1	\$0.00
Interest Balance:	\$1,418.04	RES STORMWATER 2	\$0.00
Advertising Balance:	\$21.93	COMMERCIAL STORMWATER	\$0.00
Late Listing Balance:	\$0.00		

**Tax Master Balance
 Listing**

Customer Status: Active And Inactive

Year: All

(I) = Inactive

Customer Balance

2005		\$3,424.56	
Principal Balance:	\$2,219.74	RES STORMWATER 1	\$0.00
Interest Balance:	\$1,184.26	RES STORMWATER 2	\$0.00
Advertising Balance:	\$20.00	COMMERCIAL STORMWATER	\$0.00
Late Listing Balance:	\$0.56		
2006		\$15,762.45	
Principal Balance:	\$10,215.90	RES STORMWATER 1	\$0.00
Interest Balance:	\$4,889.33	RES STORMWATER 2	\$0.00
Advertising Balance:	\$43.80	COMMERCIAL STORMWATER	\$0.00
Late Listing Balance:	\$613.42		
2007		\$13,867.76	
Principal Balance:	\$7,820.08	RES STORMWATER 1	\$0.00
Interest Balance:	\$3,012.94	RES STORMWATER 2	\$2,096.10
Advertising Balance:	\$82.50	COMMERCIAL STORMWATER	\$400.00
Late Listing Balance:	\$456.14		
2008		\$24,639.85	
Principal Balance:	\$16,461.44	RES STORMWATER 1	\$875.40
Interest Balance:	\$4,426.07	RES STORMWATER 2	\$601.68
Advertising Balance:	\$125.58	COMMERCIAL STORMWATER	\$1,568.60
Late Listing Balance:	\$581.08		
2009		\$63,170.02	
Principal Balance:	\$47,437.58	RES STORMWATER 1	\$1,539.73
Interest Balance:	\$8,852.02	RES STORMWATER 2	\$1,109.84
Advertising Balance:	\$404.09	COMMERCIAL STORMWATER	\$2,916.00
Late Listing Balance:	\$910.76		
2010		\$83,570.45	
Principal Balance:	\$62,836.19	RES STORMWATER 1	\$3,296.72
Interest Balance:	\$6,024.81	RES STORMWATER 2	\$1,960.98
Advertising Balance:	\$1,536.78	COMMERCIAL STORMWATER	\$7,034.68
Late Listing Balance:	\$880.29		
2011		\$1,219,301.03	
Principal Balance:	\$935,315.16	RES STORMWATER 1	\$39,336.84
Interest Balance:	\$0.00	RES STORMWATER 2	\$18,252.04
Advertising Balance:	\$1,680.40	COMMERCIAL STORMWATER	\$222,317.95
Late Listing Balance:	\$2,398.64		

Tax Collection Rate Report

Tax Year	Charges For Year	Collections For Year	Collection Percentage
2011	\$5,628,954.60	\$4,409,653.57	78.34%
2010	\$5,597,315.00	\$5,513,744.55	98.51%
2009	\$5,576,221.58	\$5,513,051.56	98.87%
2008	\$5,416,758.49	\$5,392,118.64	99.55%
2007	\$4,077,821.57	\$4,063,953.81	99.66%
2006	\$2,060,861.15	\$2,045,098.70	99.24%
2005	\$1,429,048.80	\$1,425,624.24	99.76%
2004	\$1,263,368.62	\$1,259,700.60	99.71%
2003	\$1,027,898.93	\$1,024,065.50	99.63%
2002	\$905,030.97	\$901,644.50	99.63%
2001	\$776,883.54	\$775,050.29	99.76%
2000	\$635,898.50	\$635,596.13	99.95%
Totals	\$34,396,061.75	\$32,959,302.09	95.82%

Tax Transaction Journal Summary

Totals By Year And Transaction Type

Note: Adjustment transaction entries are reflected in revenues and adjustment transaction totals exclusively.

Year	Transaction Type	Trans Cnt	Amount
2011			
	Billing	80	\$6,114.54
	Payment	2,851	\$1,102,375.91
	Release	362	\$2,345.82
	Adjust Pay Down	1	\$244.90
	Adjust Bill Down	1	\$27.51
	Adjust Bill Up	2	\$67.08
	Adjust Bill Up Affecting Credit Balance	1	\$0.02
2010			
	Payment	9	\$869.04
	Interest	544	\$476.09
2009			
	Payment	3	\$401.50
	Interest	396	\$357.08
2008			
	Payment	2	\$298.49
	Interest	242	\$124.88
2007			
	Payment	1	\$228.85
	Interest	179	\$59.68
2006			
	Payment	1	\$131.43
	Interest	168	\$77.39
2005			
	Payment	1	\$111.29
	Interest	95	\$17.18
2004			
	Payment	1	\$116.94
	Interest	160	\$17.24

TOWN OF INDIAN TRAIL

Report Date: 12/30/2011

Tax Type: Combined

Trans Type: All

Date Range: 12/01/2011 to 12/30/2011

**Tax Transaction
Journal
Summary**

Page: 8 of 8

Operator Number: All

Transaction Type	Trans Cnt	Amount
2003		
Payment	1	\$87.14
Interest	128	\$17.00

Transaction Type	Trans Cnt	Amount
2002		
Interest	127	\$14.02

Transaction Type	Trans Cnt	Amount
2001		
Release	1	\$1.94
Interest	67	\$7.25

Grand Totals

Transaction Type	Trans Cnt	Amount
Billing	80	\$6,114.54
Payment	2,870	\$1,104,620.59
Release	363	\$2,347.76
Interest	2,106	\$1,167.81
Adjust Pay Down	1	\$244.90
Adjust Bill Down	1	\$27.51
Adjust Bill Up	2	\$67.08
Adjust Bill Up Affecting Credit Balance	1	\$0.02
Grand Totals:	5,424	\$1,114,590.21

MAYOR
Michael L. Alvarez

MAYOR PRO TEM
David L. Cohn

TOWN MANAGER
Joseph A. Fivas



Town of
INDIAN TRAIL
north carolina

TOWN COUNCIL
Robert W. Allen
Christopher M. King
Darlene T. Luther
David K. Waddell

TOWN CLERK
Peggy S. Piontek

TO: MAYOR AND TOWN COUNCIL
FROM: JOE FIVAS, TOWN MANAGER
SUBJECT: BOARD/COMMITTEE APPOINTMENT POLICY
DATE: JANUARY 5, 2012

Attached are the Appointment Policy Guidelines which. You may have to interview and appoint applicants in the future. The purpose is to discuss the process.

JAF



Town of INDIAN TRAIL north carolina

APPOINTMENT POLICY

SECTION I: SCOPE:

This Policy serves to provide procedures for the acceptance of names, interview process, selection, and appointment of citizens interested in serving on Boards and Committees which are appointed by the Town Council. This Policy is in place to assist the Town Council in making informed choices for Boards/Committees.

SECTION II: GENERAL:

- A. **RESIDENCY**: No person shall be eligible to apply for board/committee seats unless he/she is a property owner or resident of the Town, with the exception of the Business Owner's Advisory Committee and the ABC Board. Ex Officio members are exempt from the residency requirement.
- B. **PUBLIC NOTICE OF OPENINGS**: There will be a public notice of board/committee seats which are being appointed posted in at least two (2) public places, and inserted in the local newspaper before April 1st (Boards & Committees) of each year. This notice will include both vacant and expiring positions.
- C. **SUBMISSION OF CANDIDACY IN WRITING**: Interested citizens must submit their candidacy by filing a Committee Appointment Application with the Town Clerk no later than May 1st (Boards & Committees) in order to be considered. The application is available at the Town Clerk's Office or at www.indiantrail.org. Current members seeking reappointment and Alternates who desire to be appointed as regular members must also apply in writing.
- D. **DATE OF APPOINTMENT**: Appointments will be made at a Council meeting before July 1st for Boards & Committees.
- E. **RE-ADVERTISING**: If all positions are not filled at that time, the Town Clerk may re-advertise for citizens to fill the empty positions.
- F. **EMPTY POSITIONS**: If empty positions still remain, these positions may be filled by the Town Council at any time during the year, following the procedures as outlined in A - C above. The time frames shall allow for a minimum of two weeks posting for filing.

G. UNEXPIRED TERMS: If the Board/Committee intends to make appointments to fill unexpired terms, created by vacancies, as expeditiously as possible. The Board/Committee recognizes that the urgency of filling such vacancies may vary depending upon the circumstances of the vacancy. The Board/Committee shall make every effort to make appointments during the month for which they are due. In an effort to expedite the filling of an early vacated seat, the Town Council may consider any applications currently on-file at the Clerk's Office for appointment without following procedure A – C above only after announcing the vacancies at a Council meeting and advertising said vacancies on the Town Website not less than a two week period.

H. PROMOTION OF ALTERNATE MEMBERS: Alternate members are appointed to Boards/Committees to serve if a regular member is unable to take his/her seat. Alternate positions are an excellent method of allowing a citizen to become familiar with the requirements of the Board/Committee, and to gauge his/her ability to assume regular membership. It also gives the Town Council an opportunity to assess the citizen's qualifications to serve as a regular member. Whenever feasible, first consideration for regular membership should be given to alternate members who have served more than twelve (12) months.

SECTION III: APPOINTMENT PROCEDURE:

A. BOARD MEMBER APPOINTMENT (Planning Board, Board of Adjustment and ABC Board):

1. All applicants interested in serving on a Board will need to have the recommendation or non-recommendation from the Board Chair upon their review of applicant's information. It is also recommended that they attend at least one Committee meeting before being considered by the Town Council.
2. New Board applicants shall be interviewed by the Town Council. Reapplying members will only be interviewed upon request of Town Council.

B. COMMITTEE MEMBER APPOINTMENT:

3. Any citizen interested in serving on a Committee must be interviewed by the Committee Chair and the Staff Liaison the first time he/she applies for the Committee. It is also recommended that they attend at least one Committee meeting before being considered by the Town Council.
4. The application will be submitted to the Town Council for review. The Town Council will be provided contact information for the applicant. The Town Council members may contact the applicant if they have any questions for the applicant. The applicant's application will be placed on the agenda for appointment.
5. Once placed on the agenda, the applicant will need to be nominated

by a member of Town Council for consideration and a recorded vote will be taken for each nomination.

C. FACTORS FOR CONSIDERATION:

1. **CURRENT MEMBERS** - It is expected that regular members who are performing satisfactorily be reappointed. In determining performance, the Chair and Staff Liaison may consider the following, both for regular members seeking reappointment and alternates seeking regular appointment:

- a. Attendance: It is expected that the members understand the commitment required and attend meetings. Members which have more than three (3) unexcused absences should not be considered for reappointment. Members which have more than 20% or six (6) excused absences (whichever is less) should not be considered for reappointment as regular members. Extenuating circumstances may be considered.
- b. Effort: Members who have not become knowledgeable about their duties, or who have failed to comply with State law or Town ordinances should not be considered for reappointment.
- c. Attitude: While differences of opinion are anticipated and encouraged, and members must be allowed full voice, members are expected to be civil, and observe recognized rules of order and procedures. Members who are quarrelsome, disruptive, use their authority inappropriately, either on the Committee, or with other Town officials should not be considered for reappointment.

2. **NEW MEMBERS** - Criteria Considered

- a. Service on other Board/Committee: Candidates who have served on other Committees and performed well.
- b. Background: Education, experience, business, professional, or occupation which qualifies him/her for serving on the Committee.
- c. Commitment: Effort should be taken to verify that the candidate is aware of the time commitment and any other factors in the appointment.
- d. Potential Conflict of Interest: Candidates should be queried concerning possible conflicts between the appointment sought and business or other possible conflicts.

D. NOTIFICATION OF ACCEPTED MEMBERS: Candidates who have been

appointed should be notified by the Town Clerk within two business days.

E. NOTIFICATION OF REJECTED MEMBERS/CITIZENS: Candidates who have been rejected should be notified in writing within two business days by the Town Clerk.

F. SWEARING IN: Candidates who have been appointed must be sworn in by a Notary Public at the next scheduled Board/Committee meeting.

SECTION IV: AMENDMENT PROCEDURE:

This Policy may, from time to time, be amended by a majority vote of the Town Council at a regularly scheduled Council meeting.

SECTION V: EFFECTIVE DATE:

This Policy shall take effect immediately following a majority vote of the Town Council at a regularly scheduled Council meeting.