

**Town of Montreat  
Board of Commissioners  
Special Meeting – Qualifications/Requirements for Town Administrator Position &  
Employee Health Insurance Discussion  
July 28, 2016 at 9:00 a.m.  
Town Services Office**

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Board members present: Mayor Tim Helms  
Mayor Pro Tem Kitty Fouche  
Commissioner Kent Otto  
Commissioner Mary Standaert  
Commissioner Ann Vinson

Board members absent: Commissioner Bill Gilliland

Town staff present: Al Richardson, Interim Town Administrator  
Angie Murphy, Town Clerk  
Steve Freeman, Public Works Director  
Steve Stackhouse, Finance Officer

There were no members of the public present. Mayor Helms called the meeting to order at 9:00 a.m. and opened with a moment of silence.

**Agenda Approval**

Mayor Helms requested a motion to amend the agenda to include a discussion about Healthcare Benefits for Town of Montreat Staff. Commissioner Vinson moved to adopt the meeting agenda as amended. Mayor Pro Tem Fouche seconded and the agenda was approved as amended 4/0.

**Public Comments**

Mr. Philip Arnold of 530 Magill Drive submitted a written comment which was read aloud by the Town Clerk. Mr. Arnold believed that a critical qualification of the new Town Administrator should be the experience and knowledge of grant writing. Mr. Arnold referenced the success that Former Town Administrator Ron Nalley had with improving Montreat infrastructure in many ways without raising taxes. Mr. Arnold felt that during the interview process the interview board should ask for specific history in successful grant writing by each applicant.

**Healthcare Benefits Discussion**

Interim Town Administrator Richardson thanked the Board for their willingness to revisit this important topic. Mr. Richardson reviewed that the original decision to switch to United Health Care from Blue Cross Blue Shield was contingent on the change not being detrimental to the employees specifically with regards to prescription coverage. Since the switch to United Health

Care employees have been denied medications that are imperative to everyday life. The switch from Blue Cross Blue Shield to United Healthcare saved the Town \$14,433 but it is projected to impact the staff by approximately \$12,816 (this number is subject to change as some employees have not renewed their prescriptions) annually due to the changes in the Tiered Drug pricings. Mr. Richardson feels that it is imperative that we switch the Town of Montreat back to Blue Cross Blue Shield and will present more facts when this topic is added to the August agenda. Mr. Stackhouse advised that when switching to United Health Care associates were led to believe the only increases would be seen in office co-pays rather than in prescription costs. The monies needed range from a low of \$15,000 to a high of \$21,000 with the hiring of a new Town Administrator. After much discussion Mayor Helms advised this topic would be on the August agenda and asked for ideas of where the money could be found for budgetary purposes.

### **Qualifications/Requirements for Town Administrator Discussion**

Commissioner Standaert felt that Mr. Arnold's public comment had merit and asked to insert "experience and knowledge of grant writing preferred" into the advertisement. Mr. Richardson advised that there are avenues of help when it comes to grant writing: North Carolina School of Government and the League of Municipalities. It was also decided to include "full-service town" in the advertisement to clarify that the Town Administrator would be over a variety of services: the Police Department, Public Works, Administration and Planning & Zoning. Commissioner Standaert made a motion to proceed with the job description as amended. Commissioner Vinson seconded and the motion carried 4/0. Mayor Helms stressed the importance of presenting a positive outlook in the coming months with the possibility of visitors to the meetings.

### **Adjournment**

There being no further business Commissioner Vinson moved to adjourn the Special Meeting. Commissioner Otto seconded. The motion carried 4/0 and the meeting was adjourned at 9:45 a.m.

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Tim Helms, Mayor

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Angie Murphy, Town Clerk