

**Town of Montreat
Board of Commissioners
Town Council Special Meeting
October 15, 2015
Walkup Building**

Board members present: Mayor Letta Jean Taylor
Mayor Pro Tem Mary Standaert
Commissioner Martha Campbell
Commissioner Tim Helms
Commissioner Jack McCaskill
Commissioner Ann Vinson

Town staff present: Ron Nalley, Town Administrator

Mayor Taylor called the meeting to order at 1:35 p.m. and opened with prayer.

Agenda Approval

Mayor Pro Tem Standaert moved to adopt the agenda as presented. Commissioner Campbell seconded and the motion carried 5/0.

Closed Session

Mr. Nalley provided the Board a brief history and update on the process used to fill the Town Clerk position, stating that the hiring committee had interviewed four candidates and unanimously narrowed the field down to two finalists. The final step of the hiring process is for the two finalists to interview with the Board of Commissioners. Information about each finalist, information on the Town Clerk position and a list of Interview Questions to be used by the Board were distributed to the Board prior to the meeting.

Commissioner Vinson moved to enter into Closed Session in accordance with North Carolina General Statute §143-318.11(a)(6) to interview candidates for the position of Town Clerk. Commissioner McCaskill seconded and the motion carried 5/0. Upon a motion by Commissioner Campbell and a second by Commissioner Vinson, with the motion carrying 5/0, the Board returned to Open Session.

Upon returning to Open Session, Commissioner Campbell moved to authorize Mayor Taylor and Mr. Nalley to negotiate terms of employment and to make a conditional offer of employment to Ms. Angela Murphy for the position of Town Clerk. Commissioner Vinson seconded and the motion carried 5/0.

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Adjournment

Commissioner Helms then moved to adjourn the Special Meeting. Commissioner Vinson seconded and the motion carried 5/0. The meeting was adjourned at 5:07 p.m.

Letta Jean Taylor, Mayor

Ron Nalley, Town Administrator