

**Town of Marshville
Town Council Meeting
Monday, April 15, 2013, 7:00 PM
Marshville Town Hall – 201 W. Main St.**

REGULAR MEETING

Council Members Present: Mayor Franklin Deese, Mayor Pro-Tempore Matthew Jefferson, Council Members Norma Carpenter, Margaret Bivens and Gary Huntley. Council Member Dora Bridget was absent.

Staff Present: Town Manager, Amanda Reid; Town Clerk/Finance Officer, Tonya Johnson; Town Attorney, Bobby Griffin and Police Chief, Carl Webber.

Call to Order/Invocation/Pledge of Allegiance

Mayor Deese called the meeting to order at 7:00 pm. The invocation was offered by Council Member Huntley. The Pledge of Allegiance was offered by all in attendance.

Adoption of Agenda for the Meeting

A motion to adopt the agenda as presented was made by Council Member Bivens, seconded by Council Member Carpenter and passed unanimously.

Public Comment

Mr. Erby Laney of 8519 Hwy. 74, Marshville addressed the Town Council requesting a response to his recent complaint regarding the water pump station located on his property. Council Member Bivens questioned Mr. Laney on what resolution he is seeking from the Town of Marshville. Mr. Laney stated he believes he should be compensated \$150 per month to leave the substation on his property and to keep the area mowed.

Ms. Neva Helms of 5315 S. Rocky River Road, Monroe introduced herself to Mayor Deese and the Marshville Town Council as Representative Mark Brody's legislative assistant and stated that Representative Brody and his staff are available to provide assistance to the Town of Marshville.

Consent Agenda

- April 1, 2013 Town Council Minutes
- Budget Report as of March 31, 2013
- Municipal Clerks Week Proclamation

A motion to adopt the consent agenda and approve the items thereon was made by Council Member Bivens, seconded by Council Member Huntley and passed unanimously.

Discussion and possible action on Resolution Urging the North Carolina General Assembly to Amend Senate Bills 363 And 394 to Preserve Balanced Municipal Revenues

The Town Manager stated the purpose of this resolution is to petition the members of the General Assembly to preserve balanced municipal revenues. This resolution comes in response to a memo distributed at the prior council meeting discussing proposed legislative changes regarding reductions in municipal revenues. The Town Manager stated that preserving revenue sources or asking the General Assembly to hold the towns and cities harmless if reform leaves revenues short is important for the financial stability of the town. A motion to approve the Resolution Urging the North Carolina General Assembly to Amend Senate Bills 363 and 394 to Preserve Balanced Municipal Revenues was made by Council Member Bivens, seconded by Council Member Huntley and passed unanimously.

Discussion and possible action regarding Job Description of Director of Utilities

The Town Manager informed Mayor Deese and the Marshville Town Council that a job description was not previously approved for the budgeted Assistant Public Works Director position. The Town Manager explained the intent to promote Ms. Alicia Melton to full time status which will relieve Director of Public Works, Bivens Steele, of some of the administrative burden of the job. She will be working with Mr. Steele to ensure compliance and reporting with regard to state agencies as well. Mayor Pro-Tempore Jefferson inquired about certification requirements of the position. The Town Manager stated that Ms. Melton has distribution certification training but will need to complete collections certification. A motion to approve the job description for Director of Utilities was made by Council Member Huntley, seconded by Council Member Bivens and passed unanimously.

Discussion regarding Interlocal Agreement with Union County for Urban Forester

The Town Manager informed the Mayor and Town Council that participation in the urban forester agreement executed in 2010 has cost the town \$745 per year. This year the cost to participate is increasing to \$909.21 and does not change based upon the number of municipalities participating. The Town Manager stated she talked with Mr. Flowe and the town's current contract with N-Focus Planning and access to their technical staff addresses services covered by the interlocal agreement. The Town Manager commented that she is not aware of a situation in which the Town of Marshville has utilized the urban forester service since the agreement was executed in 2010. Due to the lack of use, increased cost, and current budget constraints she recommended termination of the agreement. Mayor Deese stated the town utilized this service in the past when developing a tree ordinance in 2006. Union County initially obtained a grant for the Union County Urban Forester. Town Attorney Griffin asked if citizens can call the Urban Forester. The Town Manager responded that it is her understanding there is a public education component. A motion was made to terminate the interlocal agreement with Union County for Urban Forester was made by Council Member Carpenter, seconded by Council Member Bivens and passed unanimously.

Discussion of proposed MPO cost allocation options for participation

The Town Manager stated that the Town of Marshville will transition from the RPO to the MPO in the coming months. The MOU Subcommittee is working to update the memorandum of understanding to incorporate the boundary changes and new members. Part of this process is reviewing cost sharing methods among future MPO members and how these methods would affect participation and voting distribution. The City of Charlotte contributes the majority of funding and objects to a one vote per member system. The proposed allocation offers two options for distribution of votes and the costs to members. She stated that the MPO has requested input from the member jurisdictions on how they feel either option would affect participation. Mayor Deese responded that it was advantageous to participate in the RPO but feels \$6,119 is excessive to participate in the MPO; \$928 may be a more reasonable fee. Mayor Deese stated that with the proposed bypass and transportation projects, the town probably needs a seat at the table. It was the consensus of the Town Council that participation at a cost of \$6119 would not be feasible, but would be willing to participate at the cost of \$928. Mayor Pro-Tempore expressed concern about not being informed if Marshville was not participating. The Town Manager was directed to let the MOU Subcommittee know the Town of Marshville would be willing to participate if the cost is \$928, but will opt out if the cost is \$6119.

Town Manager's Report

The Town Manager reported FY 2013-2014 budget preparation is progressing. New line items, departments, and fee schedule is coming together. Currently staff is obtaining proposals for insurance renewals. Department head budget requests are due to her by April 19th and review will follow shortly. The Town Manager stated multiple requests for funding had been received and reported that two funding request packets have been returned to date.

The Town Manager also commented that she will be in Saluda, N.C. on April 16, 2013 for the N.C. Small Town Main Street mandatory pre-application workshop.

Mayor and Town Council Member Comments

Council Member Huntley commented he is getting stronger each day and asked that Council Member Bridget be remembered as she recovers. Council Member Carpenter commented that the Marshville Museum has dedicated volunteers and good things are happening there.

Adjourn

A motion to adjourn was made by Council Member Bivens, seconded by Council Member Huntley and passed unanimously. There being no further comments the meeting adjourned at 7:44 pm.

These minutes approved this 6th day of May, 2013.

By: _____

Franklin Deese
Mayor

Attest: _____

Tonya D. Johnson
Town Clerk

TOWN OF MARSHVILLE
Budget vs Actual
Ending Date: 03/31/2013

Description	Budget	MTD	YTD	Variance	Percent
Revenues					
10-3010-0000 AD VALOREM TAXES	620,647.58	7,878.47	638,684.73	18,037.15	102%
10-3010-0100 MOTOR VEHICLES	52,757.66	5,901.84	39,921.43	(12,836.23)	75%
10-3010-0500 PRIOR YEAR TAX COLLECT	14,500.00	963.46	7,499.49	(7,000.51)	51%
10-3170-0000 TAX PENALTIES & INTERE	3,700.00	739.74	3,236.80	(463.20)	87%
10-3250-0000 PRIVILEGE LICENSES	3,200.00	25.00	4,187.20	987.20	130%
10-3260-0000 VEHICLE RENTAL TAX	0.00	0.00	0.00	0.00	
10-3290-0000 INTEREST ON INVESTMENT	10,000.00	56.30	388.43	(9,611.57)	3%
10-3317-0000 CONTROLLED SUB TAX	600.00	0.00	31.25	(568.75)	5%
10-3318-0000 POLICE GRANT	2,259.31	0.00	8,341.09	6,081.78	369%
10-3318-0050 Pedestrian Planning Gr	0.00	0.00	0.00	0.00	
10-3318-0100 Red Light Camera Rev	0.00	0.00	0.00	0.00	
10-3318-0200 CMAQ Revenue	0.00	0.00	0.00	0.00	
10-3319-0000 POLICE CALENDAR SALES	300.00	0.00	300.00	0.00	100%
10-3319-0100 Police Protection Rev	1,162.00	0.00	1,162.00	0.00	100%
10-3350-0000 MISCELLANEOUS	3,500.00	8.00	602.13	(2,897.87)	17%
10-3350-0100 SALE OF FIXED ASSETS	6,600.00	0.00	0.00	(6,600.00)	
10-3350-0200 Cash Short	0.00	0.00	(275.18)	(275.18)	
10-3350-0300 DUKE ENERGY FEES	0.00	0.00	0.00	0.00	
10-3360-0000 INSURANCE PROCEEDS	0.00	0.00	2,106.21	2,106.21	
10-3360-0100 Rev/Exp Recovery Proce	0.00	0.00	0.00	0.00	
10-3370-0000 UTILITIES FRANCHISE TA	181,200.00	37,623.06	127,909.60	(53,290.40)	70%
10-3370-0100 FRANCHISE TAX CABLE TV	2,100.00	0.00	2,373.00	273.00	113%
10-3370-0200 SOLID WASTE DISPOSAL T	1,750.00	0.00	1,178.85	(571.15)	67%
10-3430-0000 POWELL BILL ALLOCATION	65,000.00	0.00	68,296.18	3,296.18	105%
10-3450-0000 Local Option SalesTax	0.00	0.00	0.00	0.00	
10-3450-0010 SALES TAX ART. 39	42,000.00	5,319.47	42,659.93	659.93	101%
10-3450-0020 SALES TAX ART. 40	32,750.00	3,822.06	32,296.46	(453.54)	98%
10-3450-0030 SALES TAX ART. 42	25,000.00	2,848.69	22,816.13	(2,183.87)	91%
10-3450-0040 SALES TAX ART. 44	0.00	(1.94)	78.90	78.90	
10-3450-0050 SALES TAX HOLD HARMLES	47,864.68	3,782.58	40,061.25	(7,803.43)	83%
10-3450-0200 BEER & WINE TAX DISTR	11,500.00	0.00	0.00	(11,500.00)	
10-3491-0000 PLANNING/ZONING FEES	2,000.00	275.00	1,245.00	(755.00)	62%
10-3510-0000 COURT COSTS FEES & CHA	1,500.00	164.00	1,523.00	23.00	101%
10-3590-0000 REFUSE COLLECTION FEES	184,000.00	15,324.40	135,783.20	(48,216.80)	73%
10-3610-0000 CEMETERY REV SALE OF L	5,500.00	4,500.00	12,000.00	6,500.00	218%
10-3610-0100 CEMETERY REV DONATIONS	0.00	50.00	60.40	60.40	
10-3610-0200 CEMETERY REV GRAVE OPE	0.00	0.00	0.00	0.00	
10-3650-0000 RECREATION ACTIVITY FE	4,000.00	300.80	1,773.93	(2,226.07)	44%
10-3650-0100 GRANT FOR PARK	0.00	0.00	0.00	0.00	
10-3650-0120 Park Donation	0.00	200.00	200.00	200.00	
10-3650-0130 SKATEPARK DONATIONS	0.00	0.00	5.00	5.00	
10-3650-0200 PARK CONCESSIONS	1,000.00	0.00	0.00	(1,000.00)	
10-3650-0300 PARK FACILITIES RENTAL	3,500.00	100.00	1,000.00	(2,500.00)	28%
10-3834-0000 TOWN BLDG RENT	10,000.00	2,130.92	9,961.44	(38.56)	99%
10-3984-0000 TRANSFER FROM 40 FUND	0.00	0.00	0.00	0.00	
10-3990-0000 ENCUMBERED FUND BALANC	241,643.07	0.00	0.00	(241,643.07)	
Total Revenues for Fund 10	1,581,534.30	92,011.85	1,207,407.85	(374,126.45)	76%

TOWN OF MARSHVILLE
Budget vs Actual
Ending Date: 03/31/2013

Description	Budget	MTD	YTD	Variance	Percent	
Expenditures						
4100 ELECTED	104,711.13	9,743.60	73,313.71	31,397.42	70%	
4200 ADMINIST	109,020.58	8,981.21	76,004.12	33,016.46	69%	
4210 ANNEXATI	500.00	0.00	0.00	500.00		
4220 TOWN	109,227.59	7,649.77	65,851.11	43,376.48	60%	
4300 ELECTION	2,500.00	0.00	378.50	2,121.50	15%	
4500 PLANNING/	0.00	0.00	0.00	0.00		
4600 TAX	2,100.00	9.50	1,011.10	1,088.90	48%	
4700 LEGAL	8,902.00	600.00	5,400.00	3,502.00	60%	
5000 PUBLIC	64,464.95	3,068.72	38,321.75	26,143.20	59%	
5100 POLICE	647,805.93	48,963.48	503,269.44	144,536.49	77%	
5300 FIRE	15,000.00	0.00	673.97	14,326.03	4%	
5310 SAFETY	0.00	0.00	0.00	0.00		
5600 STREETS	114,873.73	4,264.39	75,220.47	39,653.26	65%	
5700 POWELL	84,500.00	342.31	40,458.45	44,041.55	47%	
5800 SANITATIO	155,570.88	12,542.60	102,741.28	52,829.60	66%	
6200 PARK	86,822.90	6,596.82	56,459.22	30,363.68	65%	
6300 COMMUNI	8,250.00	556.96	4,735.48	3,514.52	57%	
6400 CEMETER	7,100.00	0.00	2,895.57	4,204.43	40%	
6600 CONTINGE	8,333.33	0.00	0.00	8,333.33		
7000 TRANSFER	0.00	0.00	0.00	0.00		
9800	51,851.28	0.00	0.00	51,851.28		
9840	0.00	0.00	0.00	0.00		
Total Expenses for Fund	10	1,581,534.30	103,319.36	1,046,734.17	534,800.13	66%

TOWN OF MARSHVILLE
Budget vs Actual
Ending Date: 03/31/2013

Description	Budget	MTD	YTD	Variance	Percent
Revenues - Fund 30					
30-2290-0100 CONTRIB SPEC REV FUND	0.00	0.00	0.00	0.00	
30-3290-0000 INTEREST ON INVESTMENT	12,000.00	28.77	187.20	(11,812.80)	1%
30-3350-0000 MISCELLANEOUS INCOME	1,200.00	50.00	675.00	(525.00)	56%
30-3350-0100 SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	
30-3350-0300 DONATED ASSETS	0.00	0.00	0.00	0.00	
30-3350-0400 Grants	0.00	0.00	0.00	0.00	
30-3350-0500 TOWER RENT	35,000.00	3,036.76	27,095.36	(7,904.64)	77%
30-3360-0000 INSURANCE PROCEEDS	0.00	0.00	0.00	0.00	
30-3710-0000 CHARGES UTILITIES WATE	453,000.00	35,153.37	326,529.84	(126,470.16)	72%
30-3710-0100 CHARGES UTILITIES SEWE	467,000.00	39,650.79	345,495.96	(121,504.04)	73%
30-3710-0300 RECONNECT CHARGES	10,000.00	820.00	20,950.00	10,950.00	209%
30-3730-0000 CONNECTION FEES WATER	12,000.00	0.00	14,630.00	2,630.00	121%
30-3730-0100 CONNECTION FEES SEWER	22,000.00	0.00	19,200.00	(2,800.00)	87%
30-3740-0000 BAD DEBTS	0.00	0.00	0.00	0.00	
30-3800-0000 CAPITAL CONTRIBUTIONS	0.00	0.00	20,000.00	20,000.00	
30-3940-0000 TRANSFER FROM GEN FUND	51,851.28	0.00	0.00	(51,851.28)	
30-3990-0000 ENCUMBERED FUND BALANC	152,500.00	0.00	0.00	(152,500.00)	
Total Revenues for Fund 30	1,216,551.28	78,739.69	774,763.36	(441,787.92)	63%
Expenditures - Fund 30					
5310 SAFETY	0.00	0.00	0.00	0.00	
6601 CONTINGE	2,000.00	0.00	0.00	2,000.00	
7000 TRANSFER	0.00	0.00	0.00	0.00	
8280 WATER	683,645.62	30,263.22	403,939.59	279,706.03	59%
8290 SEWER	505,380.74	45,747.05	337,395.12	167,985.62	66%
Total Expenses for Fund 30	1,191,026.36	76,010.27	741,334.71	449,691.65	62%

**TOWN OF MARSHVILLE PROCLAMATION
RECOGNIZING MAY 5 – 11, 2013 AS MUNICIPAL CLERKS WEEK**

Whereas, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Municipal Clerk is one of the oldest positions in local government, and

Whereas, The Office of the Municipal Clerk plays an essential role in local government and the community, and

Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

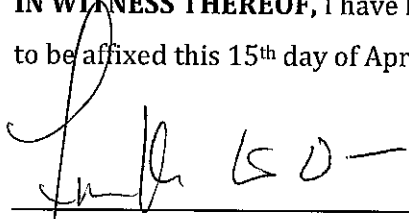
Whereas, The Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, province, county and international professional organizations.

Whereas, It is appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

Therefore, the Town of Marshville Town Council, do hereby recognize the week of May 5 through May 11, 2013, as Municipal Clerks Week, and extend appreciation to our Municipal Clerk, Tonya Johnson, and to all Municipal Clerks for the services they perform and their exemplary dedication to the communities they represent.

IN WITNESS THEREOF, I have hereunto set my hand and caused the Seal of the Town of Marshville to be affixed this 15th day of April, 2013.



Franklin Deese, Mayor

ATTEST:



Tonya Johnson, Town Clerk



**TOWN OF MARSHVILLE
A RESOLUTION URGING THE NORTH CAROLINA
GENERAL ASSEMBLY TO AMEND SENATE BILLS 363 AND 394
TO PRESERVE BALANCED MUNICIPAL REVENUES**

WHEREAS, the Town of Marshville supports efforts to ease the tax burdens on North Carolina citizens and to encourage economic development; and

WHEREAS, the Town of Marshville operates an efficient government with a minimal property tax burden on its citizens; and

WHEREAS, Senate Bills 363 and 394 as proposed would reduce personal income tax rates, corporate income tax rates, corporate fees, and corporate charges, while reducing revenues for cities and towns; and

WHEREAS, these bills as proposed will lower or eliminate sales tax, franchise fee, and privilege license fee revenues for the Town of Marshville and all other North Carolina municipalities; and

WHEREAS, there is no provision in these bills that would provide cities and towns with alternative revenue sources for this lost revenue or hold cities and towns harmless if the proposed reductions in municipal revenues are not replaced by additional revenues; and

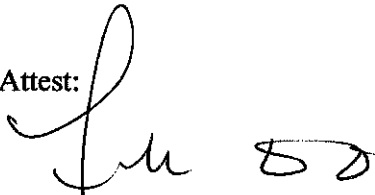
WHEREAS, passage of these bills as proposed will create a significant imbalance in the sources of municipal revenues in North Carolina, which historically and successfully have been balanced respectively between commercial or business sources and individual citizens in order to pay for the services desired by the businesses and citizens in each town or city and provided for by their elected representatives at the local level; and

WHEREAS, passage of these bills will result in the loss of significant funding sources for the Town of Marshville and other North Carolina municipalities and may result in the imposition of additional property taxes on individual citizens;

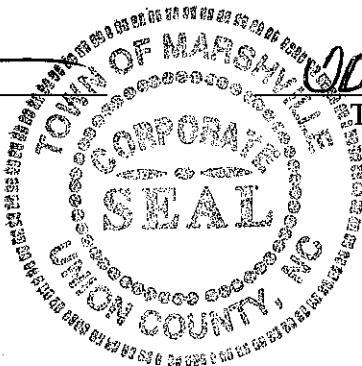
NOW, THEREFORE, BE IT RESOLVED, that the Town of Marshville does call on the members of the General Assembly to amend Senate Bills 363 and 394 to preserve balanced municipal revenues and specifically to preserve sales tax, franchise fee, and privilege license fee revenues for Marshville and all other North Carolina municipalities or hold cities and towns harmless if the proposed reductions in municipal revenues are not replaced by additional revenues. The Clerk is directed to send a copy of this resolution to each of the members of the General Assembly representing the people of the Town of Marshville, to North Carolina Senate President Pro Tempore Philip E. Berger, Sr., and to North Carolina House Speaker Thom Tillis.

Adopted this the 15th day of April, 2013.

Attest:



Franklin Deese, Mayor





Tonya Johnson, Town Clerk

Job Description: Director of Utilities

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY

Oversee the functions of public utility services including service delivery, regulatory agency requirements and reporting, customer service, policy and procedures, billing process and budgeting, and offer recommendations for improvement in conjunction with Public Works Director. Provide leadership and accountability for all day to day operations within utility billing and accounting. Serve as primary contact for solving customer inquiries and billing discrepancies. Customer service is a paramount goal of this organization.

DUTIES AND RESPONSIBILITIES

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- Explain Town policies and procedures related to utility services and billing procedures to customers; investigate and address customer complaints or requests; receive and verify data about customer and accounts. Oversee policy implementation and make recommendations for new policies or policy revisions
- Ensure the preparation of delinquent account notices; supervise the disposition of accounts, maintenance of payment records, and distribution of cut-off notices as appropriate.
- Provide or coordinate staff training; work with employees to correct identify and correct deficiencies.
- Oversee the collection of payments from customers and maintenance of service records; establish and maintain records and filing system for utility accounts; recap end-of-month utility billings to be reconciled with the General Ledger complete delinquent utility collections through the North Carolina Debt Setoff Program
- Monitor timely entry of meter readings and utility account related data, account changes and updates, and issuance and return of related work orders
- Editing and verifying the billing register; updating journals and other record systems for each cycle; compiling, inputting and analyzing data for billing activities; recommends account adjustments as appropriate.
- Participate in the development and administration of the budget; identifying equipment, materials and supply needs; monitor expenditures, recommending adjustments.
- Participate in the development and implementation of goals and objectives, identify and implement opportunities for improving service delivery methods and procedures.
- Assists in establishing appropriate inventory levels, completing inventory counts, and maintaining inventory levels
- Assists in implementation, inspection, administration and close out of capital projects
- Investigate ways of improving departmental efficiency, balancing benefits with costs
- Serve as back up Operator Responsible-in-Charge
- Assist in preparation, presentation, and distribution of technical reports, public information and education materials, and notices

- Perform constant review of new laws, regulations, and requirements pertaining to testing, reporting, and public information.
- Assists in maintaining and updating utility mapping and data
- Maintain and update public utilities section of the town's website.
- Other tasks as assigned by the Town Manager

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Customer Service** - Employee must be able to work in situations with hostile customers while maintaining tact and professionalism and adhering to prescribed departmental policies and procedures. Must also work effectively with elected officials, staff and vendors.
- **Interpersonal Skills** - Confidentiality is required due to the sensitive nature of some documents or messages. A high level of integrity is required to maintain objectivity in dealing with customers and Town employees.
- **Oral Communication** - Effective communication skills are essential due to the variety of public interfaces required for this position. Must be able to represent personal view or position, but be flexible and able to carry out actions which may contrast with personal preference.
- **Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.
- **Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; contributes to building a positive team spirit.
- **Organizational Support** - Follows policies and procedures; supports organization's goals and values. The position requires frequent interaction with the general public and Town staff, and elected officials.
- **Judgment** - Exhibits sound and accurate judgment; includes appropriate people in decision-making process; makes timely decisions.
- **Motivation** - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.
- **Initiative** - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.
- **Planning/Organizing** - Must be able to understand, relate and contribute to strategies to improve communications and service. Prioritizes and plans work activities; uses time efficiently; organizes or schedules other people and their tasks.
- **Professionalism** - Must be able to interact with others using tact, patience and courtesy. The individual in this position must maintain a customer service orientation, be courteous and diplomatic in the exchange of information, and present a positive image of the Town to its customers.
- **Quality** - Demonstrates accuracy and thoroughness.
- **Adaptability** - Adapts to changes in the work environment.
- **Attendance/Punctuality** - Is consistently at work and on time; ensures work responsibilities are covered when absent.

QUALIFICATIONS

Knowledge of:

- Policies and procedures related to utility services, customer accounts, and billing processes.
- Accounting and financial management procedures.

- Effective methods and techniques of customer service.
- Office procedures, methods and equipment including computers.
- Pertinent Federal, state and local codes, laws and regulations.

Ability to:

- Maintain and update a variety of accurate files, records and reports.
- Communicate clearly and concisely, both orally and in writing.
- Maintain effective relations with staff and customers at all times.

EXPERIENCE and TRAINING GUIDELINES

Associated degree in Accounting, Business, or related field. Four years previous experience in utility billing, accounting or related activities, preferably in a municipal setting. Experience working with Citipak software is desired. Experience in accounting, bookkeeping, cash receipts, customer service, telephone answering, proficient in use of standard office equipment and knowledge of standard office practices and procedures is required. Ability to work with automated accounting systems and personal computers. Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Language Skills

Ability to read and interpret documents such as codes, rules, regulations, policies and procedures. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

SUPERVISION RECEIVED

Receives direction from the Town Manager

WORKING CONDITIONS

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for sitting or standing for prolonged periods of time; working closely with others; light to moderate lifting up to 45 lbs.; light carrying up to 15 lbs.; finger and manual dexterity; ability to distinguish colors; adequate vision, hearing, and speech required. Maintain mental capacity that permits making sound judgments regarding work and have regular attendance.

Must also pass post-offer drug testing, criminal background and credit history checks and other appropriate testing and requirements

Town of Marshville

Public Comments Sign-Up Sheet

Regular Meeting

Date: April 15, 2013

Please **print** your name, topic of discussion, and contact information for the record.

	PRINT NAME	ADDRESS	TOPIC OF DISCUSSION	PHONE #	EMAIL ADDRESS
1	ERBYHANEY	8514 14 th 74	Substation	704-242-3598	
2	Neva Helms	5315 S. Redkeye Rd. Mooresville, NC 28112		704-351-2257	neva brodyla@ndeg.net
3					
4					
5					
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**Town of Marshville
Town Council Meeting**

**Monday, April 15, 2013, 7:00 PM
Marshville Town Hall**

REGULAR MEETING AGENDA

- 1. Call to Order/Invocation/Pledge of Allegiance**
- 2. Adoption of Agenda for the Meeting**
- 3. Public Comment**
Please sign in at the podium. Before speaking, state your name and address. Please limit comments to two minutes.
- 4. Consent Agenda**
 - April 1, 2013 Town Council Minutes
 - Budget Report as of March 31, 2013
 - Municipal Clerks Week Proclamation
- 5. Discussion and possible action on Resolution Urging the North Carolina General Assembly to Amend Senate Bills 363 And 394 to Preserve Balanced Municipal Revenues**
- 6. Discussion and possible action regarding Job Description of Director of Utilities**
- 7. Discussion regarding Interlocal Agreement with Union County for Urban Forester**
- 8. Discussion of proposed MPO cost allocation options for participation**
- 9. Town Manager's Report**
- 10. Mayor and Town Council Member Comments**
- 11. Adjourn**

**A brief recess may be called every 45-60 minutes, as desired by Council.*