

**TOWN OF SOUTH BETHANY
TOWN COUNCIL WORKSHOP MEETING MINUTES
JULY 7, 2014**

MEETING CALLED TO ORDER

Mayor Voveris called the July 7, 2014, Town Council Workshop Meeting to order at 3:30 p.m.

ATTENDANCE

PRESENT: Council Members Sue Callaway, Tony Caputo, Jim Gross, Al Rae, Tim Saxton, and Mayor Pat Voveris; Town Manager Melvin Cusick; and Administrative Assistant Pam Smith

EXCUSED ABSENCE: Councilman George Junkin

PROPOSED SEARCH PROCESS FOR FILLING THE POSITION OF CHIEF OF POLICE

Mayor Voveris reviewed the packet that she and the Town Manager and Lt. O'Malley prepared for Council regarding the proposed search process for filling the position of Chief of Police. A discussion ensued.

DISCUSSION AND POSSIBLE VOTE ON PROCEEDING WITH THE SEARCH PROCESS FOR FILLING THE POSITION OF CHIEF OF POLICE

Council agreed to the following:

Form a screening committee to review resumes and select their top five candidates. Mayor Voveris will contact the people she listed in her packet to see if they would be willing to serve on the screening committee.

The interview committee members will be Mayor Voveris, Town Manager Melvin Cusick, and Councilwoman Callaway.

With their application, applicants shall include a list of five references, three of which shall be professional.

The Town will run the employment ad in the Coastal Point one week and in the News Journal three weeks. (Revisions to the employment ad were made.) Councilwoman Callaway will look into organizations that might be able to post the ad on their websites.

The job description and employment application will be posted on the Employment Page of the Town's website.

The initial contract will be for one year. The Town Solicitor, who has experience in writing contracts for police, will draw up the contract and Council will review it.

The salary range will be Grade 18, Step 13 to Step 18.

The search process will start as soon as possible.

After a discussion regarding the Chief of Police reporting, Mayor Voveris asked the Town Manager to give this some thought for a future discussion.

ADJOURNMENT

A motion was made by Councilman Gross, seconded by Councilman Saxton, to adjourn the July 7, 2014, Town Council Workshop Meeting at 4:55 p.m. The motion was unanimously carried.

phs:Workshop Minutes 7 7 14 Adopted 8 8 14