

**TOWN OF COLMAR MANOR
WORK SESSION
TUESDAY, DECEMBER 9, 2014
6:00 P.M.**

CALL TO ORDER:

Motion made by Council Member Blue to call the Work Session meeting to order at 6:00 p.m. Seconded by Council Member Jackson. Motion was passed with a vote of 4-0. Council Member Jackson was absent.

Motion made by Council Member Blue to excuse Council Member Jackson. Seconded by Council Member Epps. Motion was passed with a vote of 4-0.

PRESENT AT THIS MEETING:

Sadara B. Barrow	Mayor
Lois Ann Blue	Council Member – Ward 1
Cynthia Bowden	Council Member – Ward 2
Vivian Jackson	Council Member – Ward 3 - ABSENT
Doreatha Epps	Council Member – Ward 4
Daniel Baden	Clerk-Treasurer - ABSENT
Chief Gibson	Chief of Police
John Barr	Town Attorney
Tracy Stone	Media Coordinator
Citizens	

CPR TRAINING

Council Member Blue stated that she would like for the staff and residents to have CPR Training. It was offered a number of years ago through the CERT program. She suggested that we contact Calvin Hawkins who worked with CERT when that program was offered by the town.

Chief Brain Gibson is to research CPR Training and emergency preparedness and possible emergency shelter opportunities for the town. He reported that there could be a charge for CPR Training.

Discussion was held on using the town hall as an emergency shelter.

HOLIDAY CLOSING HOURS – CHRISTMAS & NEW YEARS

Mayor Barrow questioned the Council on what days they would like to give the

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employees off for the holidays. She suggested having employees use liberal leave for the days after the holidays.

Motion made by Council Member Epps to have December 26, 2014 as a holiday. Employee must use liberal leave for January 2, 2015. Seconded by Council Member Blue. Motion was passed with a vote of 4-0. Council Member Jackson was absent.

Council Member Epps said that she felt that a person should be in the Administrative Office on the day after New Years. Mayor Barrow suggested that Renee Watts be asked to work that day.

ARTISTIC EMPOWERMENT CENTER – POWER P.A.C. 2015

Mayor Barrow stated that the Artistic Empowerment Center would like to partner with the town with the POWER P.A.C. 2015 program.

Mayor and Council to review and discuss this at the Saturday Retreat.

EXERCISE EQUIPMENT MOVE

Chief Brian Gibson gave two estimates for the movement of the exercise equipment from the Police Department to the Town Hall. (See attached). There are some repairs to be made due to misconstruction during the last move. A professional mover was not used when the machines were received. We have been given the authority to dispose of broken equipment.

Discussion was held on leaving fitness equipment at the Police Department.

Mayor Barrow discussed using the Police Building as a space for Entrepreneurs. If Michael Companies would allow this, it may be possible to leave the equipment in the building and have it available for use.

Item tabled until Mayor Barrow has a meeting with Mr. Brownlee from Michael Companies and discusses the issue further at the Retreat on Saturday, December 13th with the Council.

SHELVING - PROPERTY

Chief Brian Gibson gave three estimates for shelving in the property room. (See attached.)

Discussion was held on the property stored in the Police Department and what needs to be moved to the Town Hall. He also reported on the files for the Clerk-Treasurer and

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Administration Office.

Motion made by Council Member Blue to approve quote from Advance Equipment in the amount of \$2,545.00 for shelving for the police property room. Seconded by Council Member Epps. Motion was passed with a vote of 4-0. Council Member Jackson was absent.

DISCUSSION

Chief Brian Gibson gave an overview of the amount of unpaid tickets for the Police Department.

Mayor Barrow stated that she would like to add a part-time Administrative Aide in the Police Department. She recommended Renee Watts for this position. Chief Gibson said that he has a potential person coming in from the Senior Aide Program to cover this position at no cost to the town.

Motion made by Council Member Epps to create an Administrative Aide position for the Police Department. Seconded by Council Member Bowden. The motion was passed with a vote of 4-0. Council Member Jackson was absent.

Discussion:

Councilmember Epps raised the question on where the funding would come from to pay the Administrative Aide for the Police Department.

ADJOURNMENT

Motion made by Councilmember Blue to adjourn the meeting to go in to the regular Town Meeting. Seconded by Councilmember Bowen. Motion passed with a vote of 4-0. Council Member Jackson was absent.