



# TOWN OF MOUNT GILEAD BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES

110 West Allenton Street, Mount Gilead, North Carolina, 27306  
NOVEMBER 14, 2022

The Mount Gilead Board of Commissioners met at 6:00 p.m. on Monday, November 14, 2022, at Highland Community Center, 131 Hoffman Drive, Mount Gilead, North Carolina for a Special Called meeting. Present were Mayor Beverly Harris, Mayor Pro Tem Tim McAuley, Commissioners Paula Covington, Mary Lucas and Vera Richardson, Town Clerk Amy Roberts and Town Attorney Max Garner.

*Mayor Harris called the meeting to order at 6:00 p.m. with a moment of silence and the Pledge of Allegiance.*

ITEM I. ADOPTION OF AGENDA

Commissioner Covington made a motion to adopt the agenda. Commissioner Richardson seconded the motion. Motion carried unanimously.

ITEM II. INTERIM MANAGER CONTRACT

A. Discussion and Vote on new Interim Manager Contract – Bill Zell

The Board had the proposed interim manager contract, approved by Mr. Max Garner, Town Attorney, in their packet for review. Commissioner Richardson made a motion to approve the contract. Commissioner Covington seconded the motion. The motion carried unanimously. Mr. Bill Zell will begin employment on November 15, 2022 as the Interim Manager.

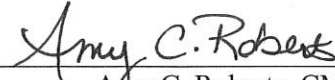
B. Termination of Interim Manager Contract – David Smith

With the resignation of Town Manager David Smith, he agreed to continue employment as Interim Manager until the Town could find someone as a replacement. Mayor Harris expressed her gratitude for Mr. Smith's service to our Town and wished him all the best in his future endeavors. With the acceptance of Mr. Bill Zell's new contract, the Board will have to relinquish the Interim Contract with Mr. David Smith. Commissioner Covington made a motion to terminate the contract with Mr. David Smith effective November 15, 2022. Commissioner Richardson seconded the motion. Motion carried unanimously.

ITEM III. ADJOURNMENT

With no more Board business, Commissioner Lucas made a motion to adjourn the meeting. Commissioner Richardson seconded the motion. Meeting adjourned unanimously at 6:10 p.m.

  
Beverly A. Harris, Mayor

  
Amy C. Roberts, CMC, Town Clerk



# TOWN OF MOUNT GILEAD BOARD OF COMMISSIONERS SPECIAL MEETING AGENDA

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**NOVEMBER 14, 2022**

The Mount Gilead Board of Commissioners will meet at 6:00 p.m. on Monday, November 14, 2022, at Highland Community Center, 131 Hoffman Drive, Mount Gilead, North Carolina for a Special Called meeting.

- |                      |  |                |
|----------------------|--|----------------|
| CALL TO ORDER        |  | (Mayor Harris) |
| MOMENT OF SILENCE    |  |                |
| PLEDGE OF ALLEGIANCE |  |                |
| ITEM I.              | ADOPTION OF AGENDA   | (Action)       |
| ITEM II.             | INTERIM MANAGER CONTRACT   |                |
|                      | A. Termination of Interim Manager Contract – David Smith           | (Action)       |
|                      | B. Discussion and Vote on new Interim Manager Contract – Bill Zell | (Action)       |
| ITEM III.            | ADJOURNMENT  | (Action)       |

# TOWN OF MOUNT GILEAD

Post Office Box 325  
110 West Allenton Street  
Mount Gilead, North Carolina 27306  
Incorporated 1899  
Phone (910) 439-5111 – Fax (910) 439-1336

Mayor  
Beverly A. Harris

Mayor Pro Tem  
Tim McAuley

Commissioners  
Paula Covington  
Vera Richardson  
Mary Lucas

Interim Manager  
David E. Smith

Town Clerk  
Amy Roberts, CMC

November 14, 2022

Mr. David Smith  
927 Rainbow Rd.  
Advance, NC 27006

**RE: TERMINATION OF INTERIM MANAGER CONTRACT TOWN OF MOUNT GILEAD**

Dear David,

On behalf of the Town of Mount Gilead Board of Commissioners, we thank you so much for your willingness to extend your services to our Town on a weekly basis after your resignation as Town Manager on October 6, 2022.

The Town Board has offered an interim contract to Mr. Bill Zell beginning Tuesday, November 15, 2022. Mr. Zell has worked with the Town in this capacity before and has offered his services to us again as we begin our journey to find a full time Town Manager.

Please accept this letter as termination of our contract together with an ending date of November 16, 2022. We thank you for helping us educate Mr. Zell on all projects that are in progress and including him on the November 15 meeting between two of the Board members and LKC Engineering in an effort to inform Mr. Zell on the Lake Tillery Project.

Once again, we thank you for your service to our Town and wish you nothing but happiness in any endeavors in the future.

Sincerely,

Beverly A. Harris, Mayor  
Town of Mount Gilead

Cc: Mayor Pro Tem Tim McAuley, Commissioner Paula Covington, Commissioner Mary Lucas, Commissioner Vera Richardson, Max Garner, Attorney, Amy Roberts, Town Clerk

ATTEST:

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David E. Smith

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Amy C. Roberts, CMC Town Clerk

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Interim Manager  
David E. Smith

Town Clerk  
Amy Roberts, CMC

November 15, 2022

## Employment Agreement Interim Town Manager

Mr. Bill Zell  
516 Woods Drive  
Aberdeen, NC 28374  
(910) 690-9112

**Contract Start Date:** Tuesday, November 15, 2022

Employee agrees to begin his temporary position as the Interim Town Manager on November 15, 2022, on an interim basis for the next 60 days – ending on January 18, 2022, or until the full time Town Manager position has been filled. If the position has not been filled at the end of 90 days, a new Employment Agreement can be negotiated at that time.

### **Agreement:**

- Employee agrees to be paid a base rate of \$60.00 per hour and agrees to work 24 hours per week (3 days) as a temporary part-time Town of Mount Gilead Interim Town Manager. Typical working hours will be 9 am – 4 pm (M-W-F) except for days of Monthly Business and Special Called Board meetings and unexpected occasions.
- Employee agrees to receive a mileage stipend monthly at the IRS standard rate of \$.625 per mile from his home address in Aberdeen, NC to Mt. Gilead during his working days/hours.
- Employee agrees to pay for his own meals during working hours.

This agreement is entered into this 15<sup>th</sup> day of November 2022 between Mr. Bill Zell and the Town of Mount Gilead and was approved by the Board of Commissioners on Monday, November 14, 2022 in a Special Called Meeting.

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Beverly A. Harris, Mayor

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Mr. William "Bill" Zell

ATTEST:

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Amy C. Roberts, CMC, Town Clerk