

**TOWN OF MANILA COUNCIL MEETING  
TOWN MEETING ROOM  
145 E HWY 43  
THURSDAY, FEBRUARY 9, 2017 AT**

**MINUTES**

**MEETING CALLED TO ORDER:** Mayor Gretchen Northcott called the regular Town Council meeting to order at 6:48 P.M.

**PRESENT:** Mayor Gretchen Northcott, Council Member Greg Scott, Council Member Randall Browning, Council Member Ross Catron, and Town Clerk Marlena Connor.

**GUESTS:** Garreth Powell with Forestry & Associates

**CONSENT CALENDAR:** Council Member Randall Browning made a motion to approve the consent calendar consisting of: January 12, 2017 work session & regular town council minutes, budget report, Invoice register, payroll hours, transaction register, and the revenue analysis.

**JOSHUA COX/K-9 FUNDING:** Joshua Cox was not present.

**PAYROLL ADMINISTRATION:** Town Council decided to change the wording from the 30<sup>th</sup> of the month to the last working day of the month, and change the pay deductions. Mayor Gretchen Northcott will rewrite and bring back to Town Council for approval at a later date.

**LEAVES OF ABSENCE:** Mayor Gretchen Northcott pointed out that in the policy manual under section 2-F page 87, it states that you may not carry over more than 40 hours. An employee of the Town of Manila was not aware of this policy, and the previous administration had neglected to follow this policy. Mayor Gretchen Northcott would like to change the carry over to a higher amount and rewrite the policy starting with a philosophical statement, & pay out this employee for some of their hours & urge such employee to start taking vacation. Mayor Gretchen Northcott will make sure the budget can sustain paying out some of the accrued vacation hours that are above this amount.

**RESIGNATION:** Council Member Ruby Hoover gave Mayor Gretchen Northcott a letter of resignation stating that she would be resigning as of 02-10-2017 due to health reasons.

**ADJOURNMENT:** Council Member Randall Browning made a motion to adjourn the meeting. Council Member Ross Catron seconded the motion. All were in favor. The motion carried. The Town Council meeting was adjourned at 8:30 P.M.

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Gretchen Northcott, Mayor

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Marlena Connor, Town Clerk