

Town of Hot Springs
Special Meeting
March 21, 2026

Present:

Mayor Abigail Norton
Alderman Lisa Gahagan
Alderman Tammy Shelton
Alderman Wendy Stancil

Town Administrator / Finance Officer – Sena Kassim
Attorney – Larry Leake
Town Clerk – Nancy Thomas
Tax Collector – Laura Holloway

Mayor Norton Called the meeting to order at 10:00am.

Mayor Norton

Mayor Norton presented the Grant Project Ordinance for the water lines. The Town was notified that an encroachment agreement was missing, and after a meeting with the bridge crew, Hyatt Pipeline, and Keith Webb, it was determined the water line must be relocated. The Town will need an easement at 17 Silvermine Road for the line and equipment, and Mayor Norton asked Mr. Leake to contact the property owner. The ordinance extends the project beyond the current fiscal year, with completion expected by July 21, 2026. Alderman Gahagan moved to approve the ordinance, Alderman Shelton seconded, and the motion passed unanimously.

Sena Kassim – Town Administrator / Finance Officer

Ms. Kassim reviewed the Southern Software (SS) contract and migration process, noting that SS will transfer the Town's existing data and implement a numeric chart of accounts as recommended by the auditors. The project includes training for up to six staff members. Through a grant-supported three-year program offered by the North Carolina League of Municipalities, the Town can receive \$46,500 in covered costs. Beginning in the fourth year, the Town will own the software and assume annual hosting and support fees. Mayor Norton also noted that Desktop QuickBooks will no longer be supported after September 2027.

Ms. Kassim directed the Board to the Personnel Policy, Page 8 Payroll Schedule, recommending that the wording "time in and out" be changed to "hours." She also addressed payroll advances, noting that employees occasionally request their paper checks a day early. Ms. Thomas explained that in those cases she prints the check on Thursday but dates it for Friday.

Regarding overtime and meeting time, Mr. Leake stated that salaried employees are not eligible for overtime or meeting pay. Mayor Norton asked whether required meeting attendance should be paid or offset with time off. The Board agreed to allow employees to accrue up to 24 hours of meeting time, which will not be paid out upon separation. Mr. Leake further recommended adding that the employer may require an employee to undergo a drug test in Section _____.

Ms. Kassim directed the Board to Water Policy Section 11 regarding Complaints and Adjustments, noting that proof of a leak will not always require a plumber. She asked how

customers should document leaks, and Alderman Shelton requested information on the total amount of leak adjustments issued by the Town.

Grant funding for the radio meters remains pending.

Alderman Shelton made a motion to adjourn the meeting, Alderman Stancil seconded the motion, all were in favor.

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Approved

Abigail Norton

Mayor Abigail Norton

4-13-26

Date