



**Village Council  
Minutes for the Regular Meeting of July 09, 2024  
Assembly Hall  
395 Magnolia Road  
Pinehurst, North Carolina  
4:30 p.m.**

The Pinehurst Village Council held a Regular Meeting at 04:30 p.m., Tuesday, July 09, 2024, in the Assembly Hall of Village Hall, 395 Magnolia Road, Pinehurst, North Carolina.

The following were in attendance in Assembly Hall:

Mr. Patrick Pizzella, Mayor  
Dr. Jeff Morgan, Councilmember  
Ms. Barb Ficklin, Councilmember  
Mr. John Taylor, Mayor Pro Tem  
Mr. Jack Farrell, Councilmember  
Mr. Jeff Sanborn, Village Manager  
Ms. Shannon Konstantinou, Village Clerk  
Mr. Josh Dockery, IT Specialist

And approximately 18 attendees in addition to 11 staff and 1 press.

1. **Call to Order.**  
Mayor Pizzella called the Village Council meeting to order at 04:30 p.m.
2. **Invocation by Mr. Hugh Tudor-Foley and Pledge of Allegiance by Liselle Romero.**
3. **Reports:**  
**Village Manager**
  - Mr. Jeff Sanborn did not have anything to report.

**Village Council**

- Mayor Pizzella commended the Village Staff for an excellent job facilitating the July 4<sup>th</sup> parade, informed residents they may request a vacation check for their homes with the Police Department through MYVOP, and reported on the July 03, 2024, The Pilot article regarding the impact of the U.S. Open on the local businesses and community.
- Councilmember Morgan commended the Village Staff on the July 04<sup>th</sup> events and provided positive feedback on the U.S. Open events and preparations.
- Councilmember Ficklin did not have anything to report.
- Mayor Pro Tem Taylor commended the Village Staff on the July 04<sup>th</sup> and U.S. Open events and provided positive feedback on both.

- Councilmember Farrell reported on the July 04<sup>th</sup> parade attendance and on the July 08, 2024, Bicycle and Pedestrian Advisory Committee's (BPAC) quarterly meeting noting Mr. Tom Campbell, BPAC Chair, has served on the Village of Pinehurst community in different capacities for 22 years.

**4. Motion to Approve Consent Agenda.**

**All items listed below are considered routine or have been discussed at length in previous meetings and will be enacted by one motion. No separate discussion will be held unless requested by a member of the Village Council.**

**A. Approval of Village Council Meeting Minutes**

- June 25, 2024, Regular Meeting Minutes
- June 25, 2024, Work Session Minutes
- June 25, 2024, Closed Session Minutes

**End of Consent Agenda.**

Upon a motion by Councilmember Farrell, seconded by Councilmember Morgan, Council unanimously approved the Consent Agenda by a vote of 5-0.

**5. Public Comments.**

Ms. Trish Christina, Pinehurst resident, expressed concerns regarding the excessive deer population within the Village, and presented Council with photos and a petition from residents requesting Council action on the matter.

Council clarified the exact neighborhood Ms. Christina was representing and advised Ms. Christina to contact her Neighborhood Advisory Committee representative.

Council discussed the 2014 Deer Management Task Force report, which is available on the vopnc.org website at:

<https://www.vopnc.org/home/showpublisheddocument/4372/636014997770630000>

Ms. Alana Romero, Pinehurst resident, spoke in opposition to culling the deer population by implementing an urban archery program and noted much of the consolidation of the deer population to specific neighborhoods within the Village is due to commercial and residential development impacting the natural areas where the deer used to live.

Ms. Laura Paine, Pinehurst resident, expressed concerns regarding the excessive deer population within the Village.

**6. Resolutions.**

**A. Discuss and Consider Resolution 24-26 Changes to the Policy on the Administration of the Position Classification and Pay Plan**

Ms. Angela Kantor, Human Resources Director, reviewed a memo outlining the recommended changes to the Policy on the Administration of the Position Classification and Pay Plan, and discussed with Council how the salary adjustment from a pay grade change will impact the budget, how pay grade changes are determined, and how part-time compensation is determined, and how many positions and the frequency of position reviews.

Upon a motion by Councilmember Ficklin, seconded by Councilmember Morgan, Council

unanimously approved Resolution 24-26 amending the Policy on Administration of the Position Classification and Pay Plan for the Village of Pinehurst by a vote of 5-0.

**RESOLUTION #24-26:**

**A RESOLUTION AMENDING THE POLICY ON ADMINISTRATION OF THE POSITION CLASSIFICATION AND PAY PLAN FOR THE VILLAGE OF PINEHURST.**

**WHEREAS**, the Village Council of Pinehurst, North Carolina, adopted the Policy on Administration of the Position Classification and Pay Plan on November 17, 2009; and

**WHEREAS**, the Village Council of Pinehurst, North Carolina, amended the Policy on Administration of the Position Classification and Pay Plan on June 27, 2023; and

**WHEREAS**, changes in the organization infrastructure and guiding policies and procedures must be made as personnel needs of the Village change.

**NOW, THEREFORE, BE IT RESOLVED** by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 9th day of July 2024 as follows:

**SECTION 1.** That the Policy on the Administration of the Position Classification and Pay Plan is hereby amended effective July 1, 2024; said policy attached hereto as Attachment A and made a part hereof; the same as if included verbatim.

**SECTION 2.** That the pay ranges in the Position Classification and Pay Plan for the Village of Pinehurst are hereby amended by 4.1 percent; said Pay Plans attached hereto as part of Attachment B and Attachment C and made a part hereof; the same as if included verbatim.

**THIS RESOLUTION** passed and adopted this 9th day of July 2024.

**ATTACHMENT A**

|                                                                                     |                                                    |                             |                   |
|-------------------------------------------------------------------------------------|----------------------------------------------------|-----------------------------|-------------------|
|  |                                                    | <b>VILLAGE OF PINEHURST</b> |                   |
|                                                                                     |                                                    | <b>STANDARD POLICY</b>      |                   |
| <b>SUBJECT:</b>                                                                     | <b>Position Classification and Pay Plan Policy</b> | <b>Effective Date:</b>      | <b>11/17/2009</b> |
| <b>Department:</b>                                                                  | <b>Human Resources</b>                             | <b>Policy No.:</b>          | <b>HR-416</b>     |
| <b>Prepared by:</b>                                                                 | <b>Human Resources</b>                             | <b>Revised:</b>             | <b>7/1/2024</b>   |
| <b>Approved by:</b>                                                                 | <b>Village Council</b>                             | <b># of Pages:</b>          | <b>5</b>          |

**PURPOSE OF THE POSITION CLASSIFICATION AND PAY PLAN:**

The Position Classification and Pay Plans (Attachments B and C) is aimed at providing a complete inventory of all authorized positions in the Village service and an accurate description and specification for each class of employment. The Plan standardizes job titles, each of which is indicative of a range of duties and responsibilities.

The Plan also includes the basic salary ranges for each regular full-time and regular part-time position approved by Council. These ranges are market-based pay grades consisting of minimum, mid-point and maximum pay rates. The Plan also includes basic salary ranges for seasonal, on-call, reserve, and other part-time positions working less than 20 hours per week. These ranges have minimum and maximum pay rates.

#### **GENERAL PROVISIONS OF THE PLAN:**

##### Administration and Maintenance

The Village Manager, assisted by the Human Resources Director, is responsible for the administration and maintenance of the Plan. The Human Resources Director should annually review portions of the Plan and recommend appropriate changes to the Village Manager. All employees covered by the Plan must be paid at a rate listed within the salary range established for the respective position.

The Plan is intended to provide equitable compensation for all employees, reflecting differences in the duties and responsibilities, the comparable rates of pay for positions in private and public employment in the area, changes in the impacts of inflation, the financial condition of the Village, and other factors. The Human Resources Director will be responsible for making comparative studies of all factors affecting the level of salary ranges and for recommending changes to the Village Manager. The Human Resources Director will also conduct a competitive and comparative salary study for each position at least every three years. Any changes increasing or decreasing the assigned salary grade for a position or the title for a position, must be approved by Village Council. Any changes modifying the salary ranges in the Plan must also be approved by Village Council.

##### Starting Salaries

Applicants who are in positions approved in the Plan shall be employed within the salary range for that position classification.

##### Financial Incentives

The Village Manager has the authority to approve certain financial incentives in order to recruit qualified candidates for certain positions. Moving expenses may be reimbursed to newly hired employees who are relocating to the Pinehurst area. Reimbursement amounts will depend on the position and the relocation distance. An automobile allowance may also be offered for certain positions in lieu of an assigned Village vehicle.

### Merit Pay

Merit increases will be based on employee performance from July 1<sup>st</sup> through June 30<sup>th</sup> and will be effective October 1<sup>st</sup> for all eligible employees. Merit increases will range from zero to three percent, with three percent being reserved for truly extraordinary performance. Employees will receive a performance review, with no salary adjustment, after six months in a new position and then annually thereafter immediately following the end of the fiscal year.

Employees hired between July 1<sup>st</sup> and December 31<sup>st</sup> are eligible for a performance-based, prorated merit increase the following October. Employees hired between January 1<sup>st</sup> and June 30<sup>th</sup> will be eligible for a pro-rated merit increase, based on the budgeted merit percentage, in the year hired. Upward movement within the established salary range for an employee is not automatic, but rather based upon specific performance-related reasons and other factors. All performance reviews are based on an employee's demonstration of the Village's core values and the behavioral and technical competencies listed in their position description as well as the completion of goals. Employees in supervisory roles are also evaluated on leadership attributes.

Seasonal, on-call, reserve, and other part-time positions working less than 20 hours per week, but at least 520 hours in the fiscal year, are also eligible for a merit increase. These employees will be evaluated on their job knowledge, demonstration of the Village's core values and other factors. Merit increases will also be prorated based on hire date as listed above.

Guidelines for determining performance levels and performance pay increases or other performance-related movement within the pay grade may be established in procedures approved by the Village Manager. The merit increase range is subject to change during the Strategic Operating Plan process, which begins in February and ends in June each year.

### Lump Sum Payment

Employees who are at the maximum of the salary range for their position classification may be eligible for a lump sum payment at performance evaluation time. Lump sum payments are awarded based on the employee's performance and will also be between zero and three percent. Lump sum payments do not become part of base pay. The lump sum payment range will be the same as the merit increase range and is subject to change during the Strategic Operating Plan process, which begins in February and ends in June each year.

### Cost of Living Adjustments (COLA)

Each year, the position classification and pay plan grades may be adjusted by the annual average consumer price index percentage change for the prior calendar year. Adjustments to pay grades will be effective July 1<sup>st</sup>.

Employees, including the Village Manager, may also receive a cost-of-living adjustment (COLA) based on the annual average consumer price index percentage for the prior calendar year. Employees who work less than 20 hours per week will be eligible for COLA. Returning camp staff will be eligible for COLA at the start of camp unless an internal equity-based increase exceeds COLA amount. Recreation instructors are not eligible for COLA.

Beginning in FY24, employees hired during the fiscal year will receive a pro-rated cost-of-living adjustment, if approved, at the beginning of the next fiscal year based on their hire date. The COLA will be effective July 1<sup>st</sup> of the new fiscal year. COLA will be applied before any other pay adjustments.

#### Salary Effect of Promotions, Demotions, Transfers, Interim Assignments and Reclassifications

Promotions – When an employee is promoted, the employee's salary will be negotiated within the new grade. The amount of the pay increase depends on performance, degree of increased responsibility, time since the last salary adjustment, budget, and other factors. Promoted employees are still eligible for a performance-based merit increase the following October; however, the merit increase will be prorated from the promotion date.

Demotions – When an employee is demoted, the salary normally should be set at the rate in the lower pay range, which provides a minimal decrease in pay if action is not the result of corrective action. If the current salary is within the new range, the employee's salary may be retained at the previous rate. If the demotion is the result of corrective action, the salary may be decreased.

Transfers – The salary of an employee reassigned to a position in the same class or to a position in a different class within the same salary grade should not be changed by reassignment. However, employees transferred to a position in a lower salary grade may receive a decrease in pay.

Interim Assignments – If an employee accepts an interim assignment for a higher-level position that is temporarily vacant, the employee may receive a 5% increase for each grade up to 10% or minimum of the pay grade, whichever is higher. The interim assignment must be at least four consecutive weeks. Once the interim assignment ends, the employee's pay will revert to the pay established before the interim assignment.

Reclassifications – If a position is reclassified to a higher salary grade, employees in that position may receive a 5% increase for each grade up to 10%. There may be exceptions if the changes in the job responsibilities are significant enough to warrant a greater

increase or the employee's salary remains below the minimum of the new grade after any adjustment.

The Village Manager may delay implementation of a pay increase for any employee who has recently documented corrective actions and who is not currently meeting all job requirements until such time the employee is fully meeting all job requirements. Otherwise, all employees will be treated consistently in the implementation.

Regardless of the position in the new salary grade, employees who have been hired or promoted to a position within the past year are not automatically eligible for salary increases due to changes in position reclassifications.

If the position is reclassified to a lower salary grade, the employee's salary should remain the same. If the employee's salary is above the maximum established for the new range, the salary of that employee shall be maintained at the current level until the range is increased above the employee's salary.

#### Effective Date of Salary Changes

Salary changes approved after the first working day of a pay period shall become effective at the beginning of that pay period or at such specific date as may be established pursuant to procedures approved by the Village Manager. Salary adjustments recommended because of the annual salary study are effective July 1<sup>st</sup> once approved by council. Salary adjustments based on any off cycle pay and classification plan changes will be effective as directed by Village Council.

#### Payroll Deduction

Deductions shall be made from each employee's salary, as required by law. Additional deductions may be made upon the request of the employee on determination by the Village Manager as to capability of payroll equipment and appropriateness of the deduction.

#### Composition of the Plan

The Plan should consist of:

- a) a grouping of positions in classes which are approximately equal in difficulty and responsibility which call for the same general level of qualifications, and which can be equitably compensated within the range of pay under similar working conditions;
- b) class titles descriptive of the work of the class; and
- c) the appropriate pay grade associated with the position.

#### Use of the Plan

Class specifications should be descriptive of the type and scope of work performed. The Plan is to be used:

- a) as a guide in recruiting and examining applicants for employment;

- b) in determining lines of promotion and developing employee training programs; and
- c) in determining salary to be paid for various types of work;

#### Authorization of the Plan

The Plan shall be approved by the Village Council and will be maintained on file with the Human Resources Director. Copies will be available to all Village employees for review. New positions shall be established upon recommendation of the Village Manager and approval of the Village Council, after which the Human Resources Director is responsible for either allocating the new position into the appropriate existing class or revising the Plan to establish a new class to which the position may be allocated. The Village Manager may approve changes to existing positions that do not require a change in pay grade or a change in title.

#### Request for Reclassification

Department Heads may request that a position be reclassified into a different class or pay grade based on significant and permanent changes in the level of duties, responsibilities, and/or authorities. Upon receipt of such request, the Human Resources Director will study the request, determine the merit of reclassification and if merited, recommend a reclassification and a new pay grade to the Village Manager. Modified positions also may be evaluated for proper position classification. To assist the Village on this review process, Department Heads are expected to:

- a) be familiar with the Position Classification and Pay Plan;
- b) make sure they are informed about the job duties performed by each employee under their supervision;
- c) advise the Human Resources Director of any permanent changes in job duties;
- d) make recommendations for changes in position classifications. These recommendations should be based on significant changes in the duties associated with a position and/or in the structure of a department that will continue to exist on a long-term basis.

The Village Council is responsible for approving any recommended reclassifications. The Village may contact outside consultants and other sources to assist in any reclassification decision

### **ATTACHMENT B**

#### **Village of Pinehurst Position Classification and Pay Plan FY 2024-2025**

| <b>FLSA</b> | <b>GRADE</b> | <b>POSITION</b>                                                                               | <b>MINIMUM</b> | <b>MIDPOINT</b> | <b>MAXIMUM</b> |
|-------------|--------------|-----------------------------------------------------------------------------------------------|----------------|-----------------|----------------|
|             | 12           | Streets & Grounds Maintenance Worker I                                                        | 34,480         | 43,100          | 51,720         |
|             | 13           | Parks Maintenance Specialist I<br>Streets & Grounds Maintenance Worker II<br>Track Specialist | 36,204         | 45,255          | 54,306         |

|        |    |                                                                                                                                                                                                                                                        |        |        |        |
|--------|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|--------|
|        |    | Welcome Center Coordinator                                                                                                                                                                                                                             |        |        |        |
|        | 14 | Customer Service Representative<br>Fleet Service Apprentice<br>Parks Maintenance Specialist II<br>Solid Waste Equipment Operator<br>Track Crew Leader                                                                                                  | 38,015 | 47,519 | 57,023 |
|        | 15 | Administrative Assistant<br>Firefighter Trainee<br>Grounds Maintenance Crew Leader<br>Library and Archives Associate<br>Street Maintenance Crew Leader<br>Telecommunications Specialist I                                                              | 39,916 | 49,895 | 59,874 |
|        | 16 | Administrative Specialist<br>Assistant Solid Waste Superintendent<br>Events Assistant<br>Firefighter (Non-EMT, Reserve)<br>Fleet Service Technician I<br>Facilities Maintenance Technician<br>Recreation Assistant<br>Telecommunications Specialist II | 41,912 | 52,390 | 62,868 |
|        | 17 | Administrative and Data Coordinator<br>Financial Services Technician<br>Firefighter EMT (2nd Class, 1st Class)<br>Fleet Service Technician II<br>Human Resources Technician                                                                            | 44,008 | 55,010 | 66,012 |
| E      | 18 | Code Compliance Technician<br>Grounds Maintenance Supervisor<br>IT Technician<br>Library Services and Archives Supervisor<br>Parks Maintenance Supervisor<br>Police Cadet<br>Senior Fleet Service Technician                                           | 46,208 | 57,760 | 69,312 |
| E      | 19 | Administrative and Telecommunications<br>Coordinator<br>Fair Barn Coordinator<br>Fire and Life Safety Educator<br>Planning and Zoning Specialist<br>Senior Firefighter (Fire Engineer)<br>Street Maintenance Supervisor<br>Track Superintendent        | 48,518 | 60,648 | 72,777 |
|        | 20 | Athletic Coordinator<br>Fire Lieutenant<br>Police Officer<br>Recreation Programs Coordinator<br>Special Events Coordinator                                                                                                                             | 50,944 | 63,680 | 76,416 |
|        | 21 | Code Compliance Specialist<br>Engineering Technician<br>Senior Police Officer                                                                                                                                                                          | 53,491 | 66,864 | 80,237 |
| E<br>E | 22 | Building Inspector-Level I<br>Financial Services Supervisor<br>Master Police Officer<br>Planner                                                                                                                                                        | 56,166 | 70,208 | 84,249 |

E=Exempt from the Wage and Hour provisions of the Fair Labor Standards Act (FLSA)

5%=Spread between grades

**ATTACHMENT C**

Village of Pinehurst  
Position Classification and Pay Plan (Seasonal, On-Call, Reserve, and Other PT Positions)  
FY 2024-2025

| GRADE | POSITION                                           | MINIMUM | MAXIMUM |
|-------|----------------------------------------------------|---------|---------|
| 11P   | Facility Supervisor (Recreation)                   | \$12.00 | \$18.00 |
| 12P   | Camp Counselor                                     | \$12.00 | \$18.00 |
| 13P   | Event Maintenance Staff<br>Fair Barn Facility Crew | \$15.00 | \$22.50 |
| 14P   | Reserve Firefighter, Non-EMT                       | \$15.20 | \$22.80 |
| 15P   | Reserve Firefighter EMT                            | \$15.97 | \$23.96 |
| 16P   | Camp Supervisor                                    | \$16.00 | \$24.00 |
| 17P   | Fair Barn Assistant                                | \$16.50 | \$24.75 |
| 18P   | Staffing Pool                                      | \$18.25 | \$27.38 |
| 19P   | On-Call Telecommunications Specialist              | \$19.19 | \$28.79 |
| 20P   | Fire Inspector<br>Reserve Police Officer           | \$23.33 | \$35.00 |
| 30P   | Recreation Program Instructors*                    | \$30.00 | \$45.00 |

\*Grade 30P no annual COLA adjustment  
All Positions are Non-Exempt

50%=Spread within the grade

**7. Other Business.**

Council further discussed the deer population concerns expressed during the Public Comment period and agreed to revisit the issue in September 2024.

Council discussed the Town of Southern Pines' recent adoption of higher utility fees for developers / new developments.

Mayor Pizzella reminded everyone that the July 23, 2024, meeting will include discussions of the website analytics and code enforcement.

**8. Motion to Adjourn.**

Upon a motion by Mayor Pro Tem Taylor, seconded by Councilmember Farrell, Council unanimously approved to adjourn the Regular Meeting by a vote of 5-0 at 05:05 p.m.

Respectfully Submitted,



Shannon Konstantinou  
Village Clerk

*A videotape of this meeting is located on the Village website: [www.vopnc.org](http://www.vopnc.org)*

*Vision: The Village of Pinehurst is a charming, vibrant community, which reflects our rich history and traditions.*

*Mission: Promote, enhance, and sustain the quality of life for residents, businesses, and visitors.*

*Values: Service, Initiative, Teamwork, and Improvement*