

**MINUTES OF THE SPECIAL  
MEETING OF THE BOARD OF ALDERMEN  
TOWN OF BAYVIEW, TEXAS  
104 S. San Roman, Bayview, Texas  
June 14, 2016**

**Elected officials present:** Aldermen Lowder, Lewis, Mullendore, Deason, Mayor-Pro Tem Stachowiak, and Mayor Steenbock

**Special Meeting**

1. Mayor Steenbock called the meeting to order at 6:30 p.m.
2. The Pledge of Allegiance was recited
3. Mayor Steenbock welcomed those present. He also updated those present that Tom Rodino would be stepping down as Emergency Management Coordinator and that he was working on transitioning to a new Emergency Management Coordinator. Mayor Steenbock also addressed the mosquito problem, stating that he had not received any complaints from citizens, but that he has been in contact with the Cameron County Health and Human Services Department. They stated we were on the list for spraying, but they couldn't say when. Any other options would cost the Town money which is not budgeted.
4. Public Comments and announcements:

Gary Paris stated that he had had a conversation with an alderman from Laguna Vista who asked about why the Mayor was going to resign. Gary's response was they can't play nicely in the sandbox together. He stated the rumors were out there.

Richard Whipple asked about maintenance on the footbridge on Chachalaca, stating that the brush had become overgrown and asked if a volunteer group could be formed to clean up the bridge. Mayor Steenbock stated that the Town did have some ideas that would be addressed later in the meeting.

Mayor Steenbock asked for a motion to adjourn the regular meeting so that the Board could go into Executive Session. The motion was made by Alderman Mullendore, seconded by Alderman Stachowiak, all voted in favor. The Regular Meeting was adjourned.

**Executive Session**

The Town Council may go into Executive Session as authorized by Subchapter D Section 551.074: Personnel Matters of the Texas Open Meetings Act.

The Executive Session was called to order by Mayor Steenbock at 6:35 p.m.

- a. Discussion on establishing an hourly wage for the Town Secretary. ~LD
- b. Discussion on defining the working hours/days of the Town Secretary. ~LD

## Open Session:

### Action Items

5. The Special Meeting was reconvened at 7:44 p.m.
6. *Discussion and possible action on items deliberated in the Executive Session:*
  - a. Possible action on establishing an hourly wage for the Town Secretary.
  - b. Possible action on defining the working hours/days of the Town Secretary.

There was discussion among the Board with Mayor Steenbock stating that there was a lengthy discussion, in Executive Session, about office hours and whether or not the Town could function within those hours. At the time the previous Town Secretary left, the office was functioning within those hours. There were strong feelings that the hourly wage that was previously paid included higher expectations as to what the Secretary would accomplish. During the last year some duties have been redefined, so the feeling among some on the Board was that possibly the hourly wage would be modified. Some considerations were budget constraints. The previous Town Secretary is over-budget for annual expenditure at this point. If the Town continues down that road, the money will have to come from the Ad Valorem fund to cover it. Some ideas were discussed about how to pay in order to stay within budget and possibly looking at new budgeting numbers when the new budget is produced and see if there is anything the Board would want to change.

Alderman Lowder had no comment.

Alderman Lewis addressed the suggestion made to reduce the hourly wage of \$15.00/hour to approximately \$11.50/hour. Due to the annual budget going over significantly as a result of the Board holding excessive meetings and having the new Town Secretary needing to be brought up to par, we are over budget. Because of that, some members of the Board feel that the Board needs to adhere to the budgeted amount that was set forth originally. The only way to do that is to reduce the amount of pay to a new Town Secretary that works out to be about \$11.50/hour. Alderman Lewis stated that Wal-Mart starts their employees at around \$10.00-\$11.00/hour and they get raises quickly; they are new workers; unskilled workers and part-time workers. She stated that we need someone who is smart, educated at some level; capable, experienced or not, and she does not feel the Town will attract that type of person paying only \$575/month. Alderman Lewis stated that she did not realize this issue was being looked at from a financial approach, she also stated that if the Secretary had not left, the Town would still be obligated to pay her the \$15.00/hour. The Town would still go over budget had she stayed. She feels it would be more appropriate to transfer money from Ad Valorem, if possible. She also stated that the Board did not have the financial data in front of them to be able to make a decision, she doesn't think the Board should be voting on this at all. The new Town Secretary will be asked to work 50 hours/month and whatever that new Town Secretary can't cover as a new employee, all of his or her slack is going to have to be covered by somebody on the Board for free. Everybody loses.

Alderman Mullendore had no comment.

Alderman Stachowiak stated that the financial position of the Town will change drastically after October, he feels the Board can take another look then, but he feels this is the best way to go for now.

Alderman Deason addressed Alderman Lewis' comment that the Board did have the financial information to know what's going on, stating that Connie Travis provides a financial report which has budget vs. actual every month, and that she had produced a financial report June 7 and all of the information was in that report. Alderman Lewis again stated that those numbers were not available during the meeting. She stated that Alderman Stachowiak just stated that the Town did not know how the road payment was going to be made. The Board doesn't know how much the payment is versus the balance in Ad Valorem. What was the Town going to do if Julie was still working, money would have to be transferred from Ad Valorem? Now the Town is going to try and hire a quality person for about \$11.50/hour. Alderman Stachowiak asked what the choice was? Alderman Lewis stated that our choice was to go look at the data first. Alderman Deason stated that the financial report is there every month. Alderman Lewis said that the Board needs the data right in front of them to be able to make the decision.

There was more discussion concerning the amount of the loan payment, versus the balance in the Ad Valorem account, and would we be able to make the road payment. Alderman Lewis asked the amount of the payment, Alderman Deason responded \$80,000, she then asked how much was in Ad Valorem, Alderman Deason responded \$71,000. Alderman Lewis again asked what would the Town have done if Julie had not quit. Mayor Steenbock informed the Board that the road payment was budgeted for \$87,570.00. He is not sure of the rate at which the tax revenue comes in to get to that amount. Alderman Deason stated that Cameron County will send estimates of taxes to be received.

Alderman Deason made a motion to pay the Town Secretary at a rate of \$575/month for June, July and August until the new budget comes out and then possibly that rate will change. The secretary would work 50 hours per month. Alderman Stachowiak seconded the motion. Aldermen Stachowiak, Mullendore, and Deason voted in favor. Alderman Lewis and Alderman Lowder voted against. Motion Carried.

**New Business:**

7. *Discussion and possible action on selecting a committee in accordance with the Process and Procedure for Hiring Town Personal to select candidates for the position of Town Secretary.* This policy was last reviewed 7/16/2015, and supersedes one of 4/15/2010. The policy is titled "Process and Procedures of employing Town Personal (sic)." Item 3 states that a review board consisting of the Mayor and two aldermen, selected by the Board, will review the applications and resumes, only selecting those candidates who fulfill the job requirement criteria. Mayor Steenbock asked if anyone would be

interested in serving on the committee. Alderman Stachowiak stated that he and Alderman Lowder would serve. Mayor Steenbock asked for a motion to originate a hiring committee of the Mayor, Alderman Stachowiak and Alderman Lowder for the purpose of hiring a Town Secretary. Alderman Deason made the motion, Alderman Mullendore seconded. Mayor Steenbock then restated the motion. He asked for a motion to form a committee consisting of himself, Alderman Stachowiak, and Alderman Lowder, for the purpose of reviewing the applications and resumes in selecting candidates to fill the job of Town Secretary. Alderman Deason so move. Alderman Mullendore seconded. All voted in favor. Motion Carried.

8. *Discussion and possible action on hiring a temporary Town Secretary.* Mayor Steenbock addressed this issue stating he didn't know how quickly the process of hiring could happen. His schedule is such that he will not be able to be in the office and get the minutes produced and his fear is that once a new Secretary is hired, she will be behind with several meeting minutes needing to be transcribed. Alderman Deason stated that Bonnie Gibbons would be willing to transcribe the minutes until a Town Secretary could get up to speed. Alderman Lewis volunteered to produce the minutes. Alderman Stachowiak thinks it would be best if an Alderman didn't produce the minutes. Mayor Steenbock noted that there was a family member of an Alderman volunteered to produce the minutes. Alderman Deason guaranteed there would be no bias in any way.

Mayor Steenbock asked for discussion. Alderman Deason feels the applications need to be reviewed beginning Friday, June 17. Alderman Lowder stated he would be out of town on Monday and Tuesday. It was decided that the Mayor, Alderman Stachowiak and Alderman Lowder will meet on Wednesday to review the applications. Alderman Lewis stated that the Board would need to follow the hiring policy which states the Committee reviews the applications, then the applications are presented to the Board for review, and then the candidate meets with the Board. The candidate or candidates don't meet with the committee. Alderman Deason feels a new secretary can be hired in a week. The feeling is the sooner the applications can be looked at the better.

There was more discussion about hiring a temporary secretary. Mayor Steenbock stated that with his schedule things were going to fall through the cracks if there were not a temporary secretary in the office. Alderman Lewis feels hiring a temporary Town Secretary would be beneficial in order to keep the office open. Mayor Steenbock stated that Susan Heinz had consented to come in as Town Secretary on a temporary basis until a new secretary could be hired. Alderman Lowder, Alderman Lewis, Alderman Stachowiak stated that they had no objection to Susan Heinz filling in as a temporary secretary. Alderman Mullendore stated he had no objections to Susan Heinz filling in. Alderman Deason stated he did not have a problem with Susan Heinz filling in as long as she was not a candidate for the full-time position. Mayor Steenbock stated that anyone who applies for the job will be vetted by three people and voted on by five people. There was quite a bit of discussion. Mayor Steenbock asked for a motion to hire a temporary Town Secretary. Alderman Lowder so moved. Alderman Lewis seconded. Mayor Steenbock stated that there was a motion by Alderman Lowder and seconded by

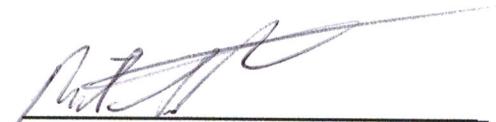
Alderman Lewis to offer the temporary secretary position to Susan Heinz at the stated rate of \$575/month for 50 hours per month. All voted in favor. Motion Carried.

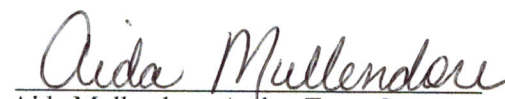
### **Discussion Items**

9. *Discussion on the Mayor's expectation of participation of the Board of Aldermen in the governance of the Town of Bayview.* Mayor Steenbock stated that there were several things going on at this time. Alderman Lowder and Alderman Lewis are working on Town Policies; Alderman Stachowiak and Alderman Deason are working on the road issues; and Alderman Lowder and Alderman Stachowiak are working on the hiring of a new Town Secretary. Mayor Steenbock is on all of these committees as well. As CEO of the town he leads but he expects the people on the committees to do the work. He cannot effectively help the town move forward if he is tied up with all the issues. It takes the cooperation of everyone to get things done well. Alderman Mullendore asked what prompted the discussion. Mayor Steenbock reiterated that since there was more than one committee going, he needed the help of everyone. He expects the committee to hunt up policies and research and then come together. He stated that there were a lot of things to think about when thinking about the whole town, for example Tom Rodino moving and leaving the Emergency Management Coordinator position open. That is a big responsibility that seems unimportant until the Town gets blown away and people call and ask what we are going to do. There was discussion about whether or not Mayor Steenbock had the authority to appoint an Emergency Management Coordinator. Alderman Deason challenged the Mayor's authority to appoint the Emergency Management Coordinator. Mayor Steenbock provided the Board with Texas Government Code 418.1015, as well as Town Ordinance dated June 19, 2008 stating that the Mayor could appoint an Emergency Management Coordinator.

### **Adjourn**

The special meeting was adjourned at 8:26 p.m. with a motion from Alderman Lowder and a second from Alderman Lewis. All in favor. Motion Carried.

  
Robert Steenbock, Mayor

  
Aida Mullendore, Acting Town Secretary