

Special Meeting Minutes of the Town Board of Commissioners Meeting of November 7, 2013 at the Highlands Police Department, 372 Oak Street, Highlands, North Carolina.

Town Board Present: Commissioner John Dotson, Commissioner Amy Patterson, Commissioner Gary Drake, Mayor David Wilkes, Mayor Pro Tempore Eric Pierson and Commissioner Brian Stiehler.

Also Present: Town Manager Robert Frye and Town Clerk Rebecca Shuler.

1. Meeting Called to Order

Mayor Wilkes called the meeting to order at 1:01 pm.

2. Pre Interview Discussion

The Board briefly discussed the order in which they would like to see the interviews conducted.

3. Interviews

1:15 pm Interview of Applicant David D. Moore

David D. Moore arrived at 1:02 pm. David D. Moore's interview was conducted. Commissioner Dotson left the meeting at 2:00 pm and returned at 2:05 pm.

2:15pm Interview of Applicant John F. Henning, Jr.

John F. Henning, Jr. arrived at 2:01 pm. Commissioner Stiehler left the meeting at 2:08 pm and returned at 2:10 pm. John F. Henning, Jr.'s interview was conducted.

3:15pm Interview of Applicant J. K. Coward, Jr.

J. K. Coward, Jr. arrived at 3:04 pm. J. K. Coward, Jr.'s interview was conducted.

4:15pm Interview of Applicant Peter A. Paul

Peter A. Paul arrived at 4:10pm. Peter A. Paul's interview was conducted.

4. Post Interview Discussion

After a brief discussion in reference to qualifications, Commissioner Stiehler made a motion to appointed James Kent ("Jay") Coward as the Town Attorney upon agreement of contract terms. The motion was seconded by Commissioner Patterson and the vote was unanimous.

Manager Frye told the Board he would contact Coward and ask for a contract for approval by the Board.

5. Meeting Adjourned

As there were no further matters to come before the Board of Commissioners, Commissioner Drake moved to adjourn, which was seconded by Commissioner Dotson and upon unanimous vote, the Town Board adjourned at 4:35 pm.

David Wilkes
Mayor

Rebecca R. Shuler, CMC, NCCMC
Town Clerk