TOWN OF COATS
Board of Commissioners
Thursday, August 24, 2026

The Town of Coats Board of Commissioners met for a special called meeting on Thursday, August 24, 2026, at 7:00 p.m. in the Board of Commissioners' Meeting Room at Coats Town Hall.

Members Present:
Mayor Chris Coats
Mayor Pro Tem Kelvin Gilbert (arrived 8:03)
Commissioner Todd Pope (arrived 7:15)
Commissioner Marc Powell
Commissioner Monique Warren-Clegg
Commissioner Shirley Allen

Staff Present:
Barbara Hollerand, Town Manager
Jade Stone, Town Clerk/HR
Paula Stewart, Interim Finance Director

Others Present: Alton Bain, Town Attorney.

CALL TO ORDER

A quorum being present, Mayor Chris Coats called the meeting to order at 7:00 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Chris Coats delivered the invocation and led those in attendance in the Pledge of Allegiance.

APPROVAL OF AGENDA

RESOLVED, to approve the agenda as presented.
MOTION BY: Commissioner Shirley Allen
SECOND BY: Commissioner Monique Warren-Clegg
APPROVED: Motion carried unanimously.

BUSSINESS ITEMS

1. **Review of Revised Salary Adjustment Spreadsheets and Funding Impact**

   Paula Stewart presented the financial adjustment spreadsheet, noting the following highlights:

   Lists of all current positions, salaries reflecting 8% salary increase along with detailed information pertaining to salary deductions including FICA, retirement, 401k, as well as the two new parks and recreation part-time positions previously approved.

   - $86,693.00 – total budget impact
   -$74,137.00 – General Fund Impact
   -$12,556.00 – total water fund impact, but since money is in general fund, if all paid from this fund the impact would be $83,111.00.
   - $3,582.00 would have to come out of water fund to pay one employee who is paid solely from this fund alone ; so that would need to come from water fund which would require either increase fund balance appropriation or raising revenue to cover this cost.

She also went over the sheet detailing retroactively paying employees from back in July in a lump sum, which would be $8,185.52, with one employee being paid from water fund totaling $418.17.

Between the increase and the retroactive pay that total financial impact would total approximately $91,000.00.

She noted that in her research she found that the Contingency Fund line can only be 5% of total budget, which means $120,572.00 would be the cap; resulting in voiding the budget amendment from the month prior which would have increased this line.

Commissioner Allen mentioned the starting pay for police officers being $50,000 but questioned why she was seeing $45,000 for one employee. Ms. Stewart explained that employee had been on administrative leave. She also asked about the timeline for the retro-payout for employees and Ms. Stewart responded it would be on the next pay period upon approval by the board.

RESOLVED, to accept and approve the revised salary adjustment figures, including approval of the retro-active salary payment to employees and associated funding as presented.
MOTION BY: Commissioner Shirley Allen
SECOND BY: Commissioner Marc Powell
APPROVED: 4 to 1:
Ayes (3): Commissioner Shirley Allen, Commissioner Marc Powell, Mayor Pro Tem Kelvin, Commissioner Todd Pope Gilbert;
Noes (1): Commissioner Monique Warren-Clegg.

2. **Consideration and Approval of Proposed Amendments to Personnel Policy – Article IV and X of the Town of Coats Personnel Policy**

RESOLVED, to approve the proposed amendments to article IV and X of the Town of Coats personnel policy as presented effective immediately.
MOTION BY: Commissioner Monique Warren-Clegg
SECOND BY: Commissioner Shirley Allen
APPROVED: Motion carried unanimously.

3. **Consideration and Approval of Proposed New Administrative Policy and Procedure – Closed Session Confidentiality and Non-Disclosure Policy and Acknowledgment Form**

RESOLVED, to approve the proposed closed session confidentiality and non-disclosure policy and acknowledgment form as presented effective immediately.
MOTION BY: Commissioner Marc Powell
SECOND BY: Commissioner Monique Warren-Clegg
APPROVED: Motion carried unanimously.

CLOSED SESSION

Mayor Christ Coats called for motion to enter into closed session pursuant to N.C.G.S. § 143-318.11 (a)(3) and N.C.G.S.§ 143-318.11(a)(6) Attorney-Client Privilege and Personnel Matters

RESOLVED, to go into closed session.
MOTION BY: Commissioner Marc Powell

SECOND BY: Commissioner Monique Warren-Clegg
APPROVED: Motion carried unanimously.

The Board of Commissioners entered into Closed Session at 7:11 p.m.

RETURN TO OPEN SESSION

Commissioners reconvened in open session at 9:18 p.m.

COMMISSIONER COMMENTS

RESOLVED, to entertain a motion to accept Ms. Hollerand's resignation.
MOTION BY: Commissioner Marc Pope
SECOND BY: Commissioner Monique Warren-Clegg
APPROVED: Motion carried unanimously.

ADJOURNMENT

With no further comments, Mayor Coats called for a motion to adjourn the meeting.

RESOLVED, to adjourn the meeting.
MOTION BY: Commissioner Shirley Allen
SECOND BY: Commissioner Marc Powell
APPROVED: Motion carried unanimously.

Meeting adjourned at 9:19 p.m.

The attached documents of reference are incorporated herewith and are hereby made a part of these minutes.

Chris Coats, Mayor

ATTEST:

Jade Stone, Town Clerk