

**TOWN OF BLACK MOUNTAIN BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION**

**Meeting Date:** March 8, 2009

**SUBJECT:** Appointment of Town Clerk for the Town of Black Mountain

**AGENDA INFORMATION**

**Agenda Location:** Consent Agenda  
**Item Number:** 5-F  
**Department:** Administration  
**Contact:** Marcy Onieal, Town Manager  
**Presenter:** Marcy Onieal, Town Manager

**BRIEF SUMMARY:** N. C. General Statute 160A-171 requires of every incorporated municipality that *“there shall be a city clerk who shall give notice of meetings of the council, keep a journal of the proceedings of the council, be the custodian of all city records, and shall perform any other duties that may be required by the law or the council.”* The Charter of the Town of Black Mountain assigns to the town manager the responsibility for appointment, direction, supervision, and dismissal of all town staff, including the town clerk. The town clerk serves as clerk to the board, as executive assistant to the Town Manager and as coordinator of work prepared by other town administrative staff which pertains to or constitutes official record for the Town and its boards and commissions. Having already served in the position on an interim basis for the last six months under contract, Darlene Whisenant is well qualified to assume the full duties of town clerk on a permanent full-time basis. This appointment was unanimously endorsed by the Board at its annual planning retreat held February 18, 2010.

**MOTION FOR CONSIDERATION:** To endorse the appointment of Darlene Whisenant as Town Clerk for the Town of Black Mountain.

**FUNDING SOURCE:** N/A

**ATTACHMENTS:** Resolution #R-10-05, Town Clerk position description

**MANAGER’S COMMENTS AND RECOMMENDATIONS:** Approve as presented.