

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

Meeting Date: September 14, 2009

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

AGENDA INFORMATION

Agenda Location: New Business
Item Number: A
Department: Administration
Contact: Marcy Onieal
Presenter: Marcy Onieal

BRIEF SUMMARY: In order to provide for routine assistance to the Town Clerk and for back-up support in the event of the Town Clerk's absence, it is desirable that the Board appoint a Deputy Clerk, who may be empowered, as needed, to act on behalf of the Town Clerk, with the same powers, duties, authority and responsibilities ordinarily assigned to the office of Town Clerk. The appointment shall remain in effect until such time as the Board chooses to appoint a successor, or until the incumbent separates from employment, whichever occurs first.

Given her responsibilities and experience as Clerk to the Planning Board, Zoning Board of Adjustment, Housing Commission and Historic Properties Commission, and having routinely assisted the Town Clerk in other duties of the office, such as indexing of minutes for the Board of Aldermen, Rosa Hilbert is the ideal candidate for fulfilling the role of Deputy Clerk.

MOTION FOR CONSIDERATION: To appoint Rosa Hilbert as Deputy Clerk for the Town of Black Mountain.

FUNDING SOURCE: N/A

ATTACHMENTS: None

MANAGER'S COMMENTS AND RECOMMENDATIONS: Adopt as presented.