

**VILLAGE OF PINEHURST  
VILLAGE COUNCIL  
CLOSED SESSION-OCTOBER 10, 2023**

**ASSEMBLY HALL  
395 MAGNOLIA ROAD  
PINEHURST, NORTH CAROLINA**

**MINUTES**

The Village of Pinehurst Village Council held a Closed Session Meeting following its Work Session, held at 5:53 PM, Tuesday October 10, 2023, in the Assembly Hall of the Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The Closed Session Meeting was called to order at 7:45 PM.

The purpose of the Closed Session, pursuant to NCGS §143-318.11(a)(6), was to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.

The following were in attendance in the Assembly Hall:

Mr. John C. Strickland, Mayor  
Ms. Lydia Boesch, Councilmember  
Mr. Tom Hennie, Councilmember

Mr. Patrick Pizzella, Mayor Pro Tem  
Mr. Jeff Morgan, Councilmember  
Ms. Angela Kantor, HR Director

**MAYOR STRICKLAND CALLED THE MEETING TO ORDER.**

The purpose of the closed session was to discuss the process for evaluating the performance of Mr. Jeff Sanborn, Village Manager, for FY 2023 (July 01, 2022 through June 30, 2023).

Ms. Kantor referenced an email sent to Councilmembers providing instructions, deadlines, and the electronic link for completing Mr. Sanborn's evaluation.

Ms. Kantor confirmed there were no changes to the review form.

Councilmember Boesch requested a summary of the workforce survey results and a copy of Mr. Sanborn's self-evaluation. Ms. Kantor stated the survey results and self-evaluation would be resent to Council. Councilmember Boesch asked to utilize a conference room to view the entire workforce survey. Ms. Kantor confirmed a conference room would be available for use and advised Councilmember Boesch the survey is 300 pages. Councilmember Boesch stated she did not mind.

Council and Ms. Kantor discussed the merit process. Ms. Kantor explained how the ratings and comments provided would be compiled.

Ms. Kantor advised Council that during the Closed Session on October 24, 2023, Council would have the opportunity to discuss Ms. Sanborn's performance review, make recommendations to adjust the summary (if needed), and determine the appropriate merit increase (if any). After the Closed Session on October 24, 2023, two Councilmembers will need to meet with Mr. Sanborn to discuss his performance and merit increase (if any).

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Councilmember Pizzella asked for information on the merit increases for Staff and bonus amounts. Ms. Kantor advised Council that all Employees are eligible for a 0-3% merit increase, but 2% was budgeted. Ms. Kantor further advised Council that there were no bonus amounts; however, if Mr. Sanborn's pay is already at the maximum according to his contract, Mr. Sanborn will be eligible for the merit increase in a lump sum payment.

Ms. Kantor advised Council she would attend the beginning of the Closed Session on October 24, 2023 to answer any final questions Council may have about the process, but she would not stay for the performance discussion.

**ADJOURNMENT.**

Upon a motion by Councilmember Morgan, seconded by Mayor Pro Tem Pizzella, Council unanimously approved to adjourn the Closed Session and re-enter the Work Session at 08:00 PM, by a vote of 5-0.

Respectfully Submitted,



Shannon Konstantinou  
Village Clerk

*per summary by Angela Kantor, HR Director*