

**RESOLUTION OF THE TOWN COUNCIL FOR
THE TOWN OF FRANKLIN
APPOINTING AN INTERIM TOWN MANAGER**

WHEREAS, at its regular meeting of March 3, 2008, the Town Council duly adopted an ordinance pursuant to N.C. Gen. Stat. §160A-101 to adopt the Council-Manager form of government;

WHEREAS, there is currently a vacancy in the position of Town Manager for the Town of Franklin, upon which condition N.C. Gen. Stat. §160A-150 provides that the Town Council “shall designate a qualified person to exercise the powers and perform the duties of manager until the vacancy is filled”; and

WHEREAS, the Town Council finds that Sarah Bishop, who currently serves as the Town Finance Officer and Assistant Town Manager is qualified to perform the duties of Town Manager;

NOW, THEREFORE, BE IT RESOLVED BY THE FRANKLIN TOWN COUNCIL as follows:

Section 1. Sarah Bishop is hereby appointed to the position of Interim Town Manager, until such time as a permanent Town Manager shall be named by the Town Council.

Section 2. As Interim Town Manager, Sarah Bishop is hereby granted such responsibilities and authorities as are assigned and delegated to the position of town manager pursuant to any and all applicable laws and policies. The Town Council delegates of authority to the Interim Town Manager as follows:

- A. **Contracts:** The Interim Town Manager is authorized to enter into contracts of less than \$30,000 on behalf of the Town Council and with the effect of binding the Town, for any budgeted purpose, including without limitation construction or maintenance, utility installation, or professional services.
- B. **Property Management:** The Interim Town Manager shall oversee the day-to-day management and maintenance of Town-owned real and personal property. Without limiting the generality of the forgoing, the Interim Town Manager is specifically authorized:
 - 1. Pursuant to G.S. 160A-262(b), the authority to lease or rent Town property that is not needed for current operations for terms of one year or less; and
 - 2. Pursuant to G.S. Chapter 160A, Article 12, to declare Town-owned personal property surplus and dispose of it by sale or other means in the Town Managers discretion, where any single item or group of similar items is worth less than \$30,000.

- C. Policies: The Interim Town Manager is hereby authorized to adopt such policies as are required by federal or state law and which are not required to be adopted as ordinances. By way of illustration, this shall include the Uniform Guidance policies required by federal regulation.
- D. Tax releases: The Interim Town Manager is authorized to release or refund taxes in the amount of less than \$100.00 upon presentation of a valid defense, pursuant to G.S. 105-381.
- E. Closed session minutes: The Interim Town Manager shall review and approve closed session minutes of the Council, in consultation with the Town Clerk and Town Attorney. When the purposes of the closed session will no longer be frustrated by the release of closed session minutes, the Interim Town Manager is authorized to add them to the Council's public minutes.
- F. Grant applications: The Interim Town Manager is authorized to apply for grant funding, from any source, when the Interim Town Manager finds such funding to be in the best interests of the Town. The Interim Town Manager is further authorized to bind the Town to the performance of obligations required to secure such funding, including the payment of matching funds within budgeted limits.

Section 3. Any expenditure of Town funds in excess of budgeted amounts or requiring the Town to incur any financial obligation beyond the current budget year shall require specific authorization and/or appropriation by the Town Council. Otherwise, the Interim Town Manager shall report to the Town Council any acts taken pursuant to the authority granted herein at an appropriate time, within the discretion of the Interim Town Manager, but in no event later than the next regular Council meeting. The Interim Town Manager shall ensure that internal controls governing the management of funds remain in compliance with the requirements of the Local Government Budget and Fiscal Control Act, rules and regulations propounded by the Local Government Commission, and any other applicable laws and regulations.

Section 4. The authority delegated by this Resolution shall be in addition to, rather than in substitution of, any authority granted to the Interim Town Manager pursuant to applicable law, ordinances, or policies previously adopted by the Town Council.

Section 5. The appointment of the Interim Town Manager and delegation of authority granted hereby shall be effective immediately, and shall continue in effect until it is amended by the Town Council.

Adopted at the special meeting of the Town Council, this 12th day of October, 2026, upon motion by Council Member _____, seconded by Council Member _____, and passed by a vote of ___ in favor and ___ against.

Attest:

Stacy J. Guffey, Mayor

Nicole Bradley, Clerk