

**FINANCE AND ORGANIZATIONAL COMMITTEE**  
**AGENDA**  
**August 11th 2016**  
**4:30 P.M.**

- I. Agenda Changes
  
- II. Adoption of Minutes
  - 1 July 14<sup>th</sup> 2016
  
- III. Staff Position Change
  
- IV. Appointments
  
- V. General Information
  - 1. Taxes
  - 2. Deer Population
  
- VI. Next Meeting Date: September 8<sup>th</sup> 2016
  
- VII. Adjournment

**Finance and Organizational  
Committee Meeting  
Minutes  
August 11th, 2016**

Mr. Hudson called the meeting to order at 4:40 p.m. Committee members present included Deborah Ball, Chairperson.

Also Present: Jim Hudson, Mayor; Wayne Healy and Paul Kelley, Town Council Members; John Edwards, Town Manager; Karen Barrow, Town Clerk; TC Moore, Town Treasurer; Tim Sawyer, Building Official and Donna Pauley, Human Resource Officer.

**I. Agenda Changes**

There were no changes made to the agenda.

**II. Adoption of Minutes**

July 14<sup>th</sup>, 2016

Mr. Kelley made a motion to adopt the minutes, seconded by Mr. Healy. Upon a unanimous vote, the motion was approved.

**III. Staff Position Change**

Mr. Edwards advised that Charlotte Scanlan has an official retirement date of January 1<sup>st</sup> 2017. Ms. Scanlan does have some vacation time to use so she will be leaving on October 14<sup>th</sup> 2016. I would like to take the opportunity to do some reorganization, the current position assists the Building Official, Zoning Administrator and has several other administrator duties. From time to time the conversations with taking the permits are not easy conversations that are held in public, also the person accepting those permits is supposed to be certified by the State. Mr. Edwards stated that he would like to take the conversations and permit process away from the lobby into an office, then place the full-time position under the Director of Community Development and higher a part-time person for the reception. Mr. Edwards presented the Committee with a spread-sheet showing the two positions and salaries, the difference is approximately \$6,000.

Mr. Kelley asked what the break-down percentage is of the time and what the certification requirement is.

Mr. Edwards advised that the break-down of the time will be different throughout the year. The busiest time for the Building Official is in the spring and then grass cutting violation letters in the summer. The State requires that position to become

certified within 18 months. Mr. Edwards also stated that he would like to advertise and fill both positions in October when Charlotte leaves.

Mr. Hudson asked Mr. Edwards if he wanted to talk with Town Council members one on one regarding the restructuring or if he would like to place it on the Town Council Work Session agenda for discussion.

Mr. Edwards advised that he can do it either way.

The consensus of the Committee members present was to place the Staff Position Change on the Town Council Work Session.

#### **IV. Appointments**

##### 1 King William Parks and Recreation Commission

Mr. Edwards advised that Vernice Wilson's term on the King William Parks and Recreation Commission has expired and Ms. Wilson is not requesting re-appointment. King William County has received an application from Heather Seashols, King William requires West Point Town Council to make a recommendation for the position.

##### 2 West Point Boards and Commissions Appointments

Mr. Edwards presented a list of terms requiring appointment or re-appointment for various Boards and Commissions. Mr. Edwards advised that he can have a sample motion for the appointments in the Town Council Packet.

#### **V. General Information**

##### 1. Taxes

TC Moore advised that there is approximately \$170,000 left to collect in Real Estate Taxes and \$68,000 in Personal Property taxes out of over two million dollars.

Mrs. Ball asked when will the delinquent tax bills be sent out.

TC Moore advised in September.

##### 2. Abundance of Deer

Mr. Hudson advised that he has received a phone call regarding the abundance of deer in Town. Mr. Hudson also stated that a few years ago while working with the Game Department, the Game Department offered to have people come in with night scopes to shoot the deer, Town Council decided they did not want to go that route.

Mr. Edwards advised that the Town does participate in the urban archery season. This can be a challenge because hunters are responsible to find property to hunt on.

Paul Kelley advised the deer come up to his neighbor's yard to eat apples from the apple tree, when you walk out you door they don't move. They have become accustomed to people and do not scare off that easily.

Mr. Hudson suggested that the Town open a dialogue with the Game Department to see if they have any suggestions.

**VI. Next Meeting Date:** September 8<sup>th</sup> 2016

**VII. Adjournment**

There being no further business Mrs. Ball adjourned the meeting at 5:05 P.M.

  
Deborah T. Ball  
Chairperson

ATTEST:

  
Karen M. Barrow  
Town Clerk