

**FINANCE COMMITTEE
MEETING
AGENDA
June 10th 2021
4:30 P.M.**

- I. Agenda Changes
- II. Adoption of Minutes
 - 1. May 13th 2021
- III. PPTRA Resolution
- IV. Tax Bills
- V. Credit Card Payments
- VI. Employee Compensation Study
- VII. General Information
 - 1 American Rescue Funds
 - 2 Picnic
 - 3 Pavilion Parking Lot
- VIII. Town Council Agenda
- IX. Next Meeting Date: July 8th 2021
- X. Adjournment

**Finance Committee
Minutes
June 10th, 2021**

Mrs. Ball called the meeting to order at 4:30 p.m. at 802 Main Street, West Point, Virginia 23181. Members present include Deborah Ball, Chairperson; Robert Lawrence, Jack Lawson and John Ragsdale.

Members Present Via WebEx: Chris Vincent

Also Present: John Edwards, Town Manager; Karen Barrow, Town Clerk; Tim Sawyer, Chief of Police and Donna Pauley, Human Resource Officer.

Town Staff Present Via WebEx: Walt Feurer, Director of Public Works; Holly McGowan, Director of Community Development and Susan Harlow, Town Treasurer.

I. Agenda Changes

There were no changes made to the agenda.

II. Adoption of Minutes

A. May 13th, 2021

Mr. Vincent made a motion to adopt the minutes as presented, seconded by Mr. Lawson. Upon a unanimous vote the motion was approved.

III. PPTRA Resolution

Mr. Edwards stated that the percentage this year is 53.85%.

Mrs. Ball stated that the value of vehicles has increased. Mrs. Ball asked what the percentage was last year.

Ms. Harlow, Town Treasurer advised it was approximately 60%.

Mr. Edwards advised that there is some discussion to cancel the June Town Council meeting. We do not have a quorum to adopt the resolution today, if Town Council is in agreement, and we have a quorum at the Public Safety Committee meeting next week, we can put the PPTRA resolution on the agenda for adoption.

Mayor Hudson and Jack Lawson both advised that they will be out of town for the June Town Council meeting.

The consensus of the Committee is to put the resolution on the Public Safety Committee agenda.

IV. Tax Bills

Mrs. Ball advised that the new Commissioner of the Revenue decided to mail out tax bills to all town residents even if a mortgage company pays the taxes from an escrow account. There are a lot of complaints from King William County residents regarding the bills.

Mr. Edwards advised that he receives a tax bill every year from the Isle of White for a home he owns. On the bill there is a note stating that "If you have an escrow account with your mortgage, make sure your mortgage company is aware of the bill and pays the bill." Ultimately, the homeowner is responsible to make sure the taxes are paid.

Ms. Harlow stated that while working through the delinquent taxes, several homeowners thought their mortgage company paid the tax bill, but the bill was not paid making it delinquent and leaving the homeowner with late fees.

Mr. Hudson suggested a statement be on the bill that says, "If you escrow through your mortgage, confirm with your mortgage company that the taxes have been paid."

Mr. Lawson advised that he likes to know what his taxes are even though the mortgage company is paying the bill.

The consensus of the Committee is to proceed with mailing tax bills to residents even if their mortgage company pays taxes through escrow.

V. Credit Card Payments

Susan Harlow advised that currently the web site is not set up to accept payments with credit card. We are looking at setting up that option, we only accept credit card payments in the lobby. Once we set up the option to pay by credit card there will be a convenience fee, currently we are not charging a fee for payments made in the lobby. The April total charges made by credit cards was \$25,231.00 the convenience fee was \$824.00 for the month. Ms. Harlow also stated that once the online payment has been set up, there will be a fee, there is no way around the fee. If the town is going to offer the convenience of credit cards, then we should pass the fee onto the consumer.

Mr. Vincent advised that his business charges the convenience fee to anyone using a credit card, there is a sign posted in the funeral home office advising of the fee. The convenience fee is a big hit to a business owner, and in one year the fees add up.

The consensus of the Committee is for the Town to go ahead and charge the convenience fee to anyone using a credit card.

VI. Employee Compensation Study

Mr. Edwards advised that the last time the town done a compensation study was in 2013. Donna Pauley has been asked to contact Backer Tilley for a quote to provide the town with an updated compensation study. Minimum wage is going up to \$15 per hour and is scheduled to begin increases in January, the increases will occur over a period of time. There are town employees that currently earn approximately \$12 an hour, the police department starting salary is \$37,000. A number of localities have a starting salary for police officers in the low \$50's, some adjoining localities are starting uncertified officers at \$39,000, as soon as you leave the academy the salary goes up to \$42,000. Mr. Edwards also stated that he does not think the town is in bad shape, we have kept the cost-of-living adjustments and we now have the merit system, there some adjustments that need to be reviewed in the next budget year. Once we receive some information from Backer Tilley, we will bring it back to the Committee.

VII. General Information

1. American Rescue Funds

Mr. Edwards advised that the town has received notification from the State Secretary of Finance regarding funds for the American Rescue Plan. The town is scheduled to receive two payments of approximately 1.6 million dollars each. The first payment will be next month, the second payment will be in one year. This morning the Community Development Committee gave authorization to accept the funds.

2. Picnic

Mr. Mr. Edwards advised that the annual picnic will be tomorrow from 12 noon till 1:30 pm, Town Council are invited. Due to COVID 19 last year, the Town was unable to do employee recognition, we will be giving out the employee recognition for 2020.

3. Pavilion Parking Lot

Mr. Edwards reviewed the issues with the parking lot at the Pavilion. The plans for the pavilion did not include a paved or gravel parking area because of DEQ requirements. A paved or gravel parking area is impervious, we installed an eco-friendly parking lot. The parking lot has not been able to become established especially with the weather.

Mr. Lawson suggested doing a social media posting and to put some signage up while we are working to correct the project.

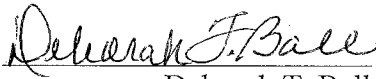
VIII. Town Council Agenda

Mr. Edwards advised that there might not be a quorum for the June Town Council meeting. If that's the case and we can get a quorum for the Public Safety Committee, we will put the PPTRA Resolution on that agenda.

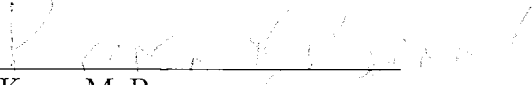
IX. Next Meeting Date: July 8th, 2021

X. Adjournment

There being no further business Mrs. Ball adjourned the meeting at 5:10 p.m.


Deborah T. Ball
Chairperson

ATTEST:


Karen M. Barrow
Town Clerk