

**FINANCE COMMITTEE
MEETING
AGENDA
July 8th 2021
4:30 P.M.**

- I. Agenda Changes

- II. Adoption of Minutes
 - 1. June 10th 2021

- III. Overtime Policy Revision

- IV. King William School Funding

- V. Town Manager Performance Goals

- VI. ARPA Funds

- VII. Cigarette Tax

- VIII. General Information

- IX. Town Council Agenda
 - 1 Tax Bills
 - 2 Welding in New Kent Support Letter

- X. Next Meeting Date: August 12th 2021

- XI. Adjournment

**Finance Committee
Minutes
July 8th, 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, Jack Lawson and Robert Lawrence.

Also Present: Jim Hudson, Mayor; Chris Vincent and John Ragsdale, Town Council Members; John Edwards, Town Manager; Karen Barrow, Town Clerk; Susan Harlow, Town Treasurer and Donna Pauley, Human Resource Officer.

I. Agenda Changes

There were no changes made to the agenda.

II. Adoption of Minutes

A. June 10th, 2021

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

III. Overtime Policy Revision

Mr. Edwards presented the proposed changes and stated that the State has changed the employment law and is now more restrictive than the federal labor law. The Town is now required to comply with the State changes. Mr. Edwards advised that In the past we have offered our non-exempt employees the option of being paid for overtime or receiving comp time. We can no longer do this, we are required to pay them. Also, if an employee is off on vacation for 20 hours, then works 20 hours for a 40 hour work week, if for some reason the employee works late one night working over 40 hours, then we have to pay that employee overtime for the hours worked over 40 hours regardless of the combination of how the employee received a 40-hour week.

Mrs. Ball asked if Town Council needs to adopt the changes.

Mr. Edwards said yes that it will be on the Town Council Agenda for adoption.

IV. King William School Funding

Mr. Edwards presented the King William County School Funding ledger showing the over payment to the King William Schools. Mr. Edwards stated that due to the over payment, King William is required to pay funds to West Point to balance out

the school funding to King William. The Towns pro-rata share is 25% or \$102,484.18.

Mr. Hudson advised that this amount is correct, King William have done an extensive review of the issue and they are the ones that approached the Town about the discrepancy and that Mr. Hudson trust the amount King William is paying to West Point.

V. Town Manager Performance Goals

Mr. Edwards reviewed his performance goals for the past year and stated that due to COVID 19 some are completed, and some are ongoing.

Mr. Hudson advised that there will be a closed session on the Town Council agenda to review the Town Manager Performance Goals. Town Council can address the Goals and Objectives at the Town Council meeting.

VI. ARPA Funds

Mr. Edwards stated that as we discussed this morning at the Public Works Committee meeting, the Town has received the first payment from the American Rescue Plan Act. Town Council needs to decide how the funds are to be used but the funds cannot be spent until a budget amendment and appropriation has been approved. We need to make sure the funds are spent according to the regulations, we don't want to have to pay back any of the funds. Mr. Edwards also stated that it looks like some of the funds can be used for infrastructure upgrades and replacements of generators at the well houses and water meter replacement projects. Mr. Edwards advised that he will be requesting authorization to advertise a public hearing on the budget amendment at the August meeting and the public hearing will be at the September Town Council meeting.

Mr. Vincent asked Mr. Edwards when will Town Council know what the figures are.

Mr. Edwards advised he will bring the figures back to Town Council when they are available.

VII. Cigarette Tax

Mr. Edwards advised that the Code has changed this year allowing localities the option to charge cigarette tax. King William County are thinking about charging the tax. There are four businesses in West Point that sells cigarettes, if West Point does not charge the cigarette tax, then King William can collect any taxes not collected by West Point. Any cigarette tax collected by King William would have to go into the General Fund. Mr. Edwards also stated that a regional board would need to be established and West Point would need to join the board.

Mr. Hudson asked what the cost will be to join the Regional Board.

Mr. Edwards advised he does not know, there has to be six localities to establish a Regional Board, not all the localities are interested in joining a board. The region is still reviewing how to establish the board. Mr. Edwards also stated that the area would include the northern neck. Cigarette Tax is higher in Maryland than Virginia, the Northern Neck area is interested in establishing a board because people drive from Maryland to the Northern Neck to buy cigarettes.

Mrs. Ball asked if the town could wait to see how much the cigarette tax will be in the first year before we decided if it's worth pursuing, then charge the tax the second year.

Mr. Edwards stated that he is not sure if West Point can join the board the second year.

The consensus is for the Town Manager to find out if King William is going to charge a cigarettes tax and if there will be a regional board.

VIII. General Information

1. Tax Bills

Mr. Edwards advised the 2021 Tax Bills will be going out either Friday or Monday. As we have discussed, everyone will be receiving a tax bill regardless of any mortgage company paying a bill through escrow.

2. Welding in New Kent Support Letter

Mr. Edwards advised that he has received a request from New Kent County for a letter of support for the regional welding program in New Kent. Currently students were going to RCC, but the plan is for the program to move to New Kent.

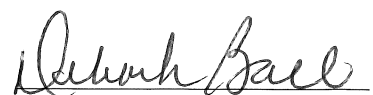
XI. Town Council Agenda

Mr. Edwards advised that the Overtime Policy and a Closed Session will be on the Town Council Agenda.


IX. Next Meeting Date: August 12th, 2021

X. Adjournment

There being no further business Mrs. Ball adjourned the meeting at 5:25 p.m.


Deborah T. Ball
Chairperson

ATTEST:

A handwritten signature in cursive script, appearing to read "Karen M. Barrow". The signature is written in black ink and is positioned above a horizontal line.

Karen M. Barrow
Town Clerk