

**FINANCE COMMITTEE
MEETING
AGENDA
August 12th 2021
4:30 P.M.**

- I. Agenda Changes
- II. Adoption of Minutes
 - 1. July 8th 2021
- III. ARPA Funds Spending Plan
- IV. FY 21-22 Budget Amendment
- V. Employee Compensation Study
- VI. COVID-19 Protective Measures
- VII. Appointments
 - Library Board
 - Planning Commission
 - BZA
 - EDA
 - Board of Building Code of Appeals
 - Wetlands
- VIII. General Information
- IX. Town Council Agenda
- X. Next Meeting Date: September 9th 2021
- XI. Adjournment

**Finance Committee
Minutes
August 12th, 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 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; Walt Feurer, Director of Public Works; Donna Pauley, Human Resource Officer; Holly McGowan, Director of Community Development and Jon Morr, Building Official.

I. Agenda Changes

There were no changes made to the agenda.

II. Adoption of Minutes

A. July 8th, 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. ARPA Funds Spending Plan

Mr. Edwards reviewed a proposed ARPA Spending Plan and advised that Town Staff has reviewed the current qualification requirements, we do not want to pay back any funds for projects that do not qualify for funding. The following projects should meet the requirements, Infrastructure Projects, Premium Pay, School Facilities Improvements, School Bus Replacement, Fire Department Items, Lost Revenue Recovery, Business Support, Human Resources Document System and the Main Street Outdoor Gathering Space. The review of qualifying projects will continue as we move forward with the ARPA, and the Town will have until 2025 to spend the funds. Mr. Edwards also stated that a budget amendment is required to proceed with the projects.

IV. FY 2021-22 Budget Amendment

Mr. Edwards presented a FY 2021-22 Budget Amendment that includes unexpended funds from last year. Mr. Edwards stated that some projects were not completed last year due to COVID for both the town and schools. The schools are requesting the unexpended funds and some addition unexpected funding that was not budgeted be adopted in a budget amendment and appropriated for expenditure this year.

Mrs. Ball asked if the ARPA funds should be approved and appropriated.

Mr. Edwards stated yes, the budget amendment should include the proposed funds for projects for this year. The Budget amendment will require a public hearing and will be on the Town Council agenda for “Request Authorization to Advertise for a Public Hearing” for the September Town Council meeting.

Mr. Ragsdale asked if there will be some final numbers for Town Council to review.

Mr. Edwards advised yes.

V. Employee Compensation Study

Mr. Edwards advised that the last time the Town done an employee study was in 2013 with Springstead. A majority of the staff from Springstead have retired and Springstead is now Baker Tilly US, LLP. The minimum wage will be increasing to \$15.00 an hour, many localities are doing a compensation study.

Mrs. Ball asked how much the study will cost.

Mr. Edwards stated \$16,600.

Mrs. Ball advised that the County uses the same company, and that an updated study needs to be done.

The consensus of the Town Council members present is for the Town Manager to proceed with the Compensation Study.

VI. COVID-19 Protective Measures

Mr. Edwards advised that the Centers for Disease Control and Prevention updated their guidance regarding wearing of mask due to the rising transmission of the Delta variant. Regardless of vaccination status, town employees will be wearing masks in the workplace.

VII. Appointments

Library Board

Mr. Edwards advised that Mary Sikes term as the West Point representative to the Pamunkey Regional Library Board has expired and Mrs. Sikes does not wish to be reappointed. The King William Board of Supervisors appoints the person to the position. Elain Wood is suggesting either Susan Todd or Jim Vadas for the position.

The consensus of the Committee is for the Town Manager to contact Jim Vadas first then Susan Todd to see if either of them are interested in serving on the Board.

Planning Commission

Mr. Edwards reviewed the appointments for Boards and Commissions and stated that Stuart Daniel and Linda Smith are not interested in being reappointed to the BZA and Wetlands Board. Mr. Daniels also serves on the Planning Commission as the BZA representative to the Planning Commission. The only Community Service application on file is Tommy Redd for the Planning Commission. Mr. Redd also serves on the BZA and Wetlands Boards, he can become the BZA representative to the Planning Commission. Teresa Glidewell would like to be reappointed to the Planning Commission.

BZA and Wetlands

Mr. Edwards advised that Linda Smith and Stuart Daniels terms expire on September 30th 2021 and do not want to seek reappointment.

The consensus of the Committee is for the Town Manager to advertise the vacancies.

EDA

Mr. Edwards advised that Mr. Lawrence is seeking reappointment and that Deborah Brockwell does not want to be reappointed. Jack Lawson is recommending Ken Staples for the vacant position.

Board of Building Code of Appeals

Mr. Edwards advised that King William and King & Queen Counties are interested in sharing a combined board, it is a board that localities have a hard time filling the positions so a combined board would be helpful to everyone. The board never meets but is required by State code.

Mr. Hudson stated that he would want to see the board members from all localities and not just from West Point.

Mr. Edwards stated that he will have the Building Official contact King William and King & Queen.

VIII. General Information

1. Fire Chief Position

Mr. Edwards advised that the Fire Department had their monthly meeting on Monday. The position was discussed with various options for the Department. Apparently, there was a healthy discussion with no resolution, and it was tabled for a later meeting. Mr. Edwards stated that he does not know what the Fire Department intends to do, Bart Bartos steps down from the Chief position in December.

2. VDOT

Mr. Edwards advised that there is an acting Residency Administrator for the area. We meet on Main Street to discuss crosswalks. Apparently the public in West Point walk out into the road without looking for traffic and VDOT are going to put crosswalks on Main Street with pedestrian crossing signage.

Mr. Edwards also stated that he asked the residency about the replacement of manhole covers in areas where the roads were recently repaved. The administrator is going to see what he can do to fix it. Mr. Edwards also discussed a couple of other issues around town. We will see what they do.

3. Town Manager's Vacation

Mr. Edwards advised that he will on vacation next week Monday through Wednesday. He will be back on Thursday to meet with the general contractor at the Pavilion.

XI. Town Council Agenda

Mr. Edwards advised that the Budget Amendment will be on the Town Council agenda.

IX. Next Meeting Date: September 9th, 2021 @ 4:30 pm

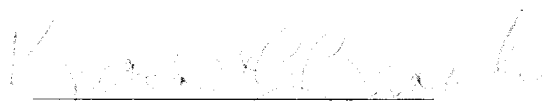
X. Adjournment

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



Deborah T. Ball
Chairperson

ATTEST:



Karen M. Barrow
Town Clerk