

**MINUTES OF THE JUNE 11, 2024
BUDGET AND PERSONNEL COMMITTEE MEETING
Council Chambers**

Members Present:

Mr. Christopher Bott, Chairman
Ms. Denise Bowden, Councilwoman
Mr. William T. McComb, Jr., Councilman

Members Absent:

None

Other Members Present:

Mr. J. Arthur Leonard, Mayor
Mrs. Ellen Richardson, Councilwoman

Staff Present:

Michael T. Tolbert, Town Manager
E. Bryan Rush, Director of Emergency Services

Call to Order

Vice Mayor Bott called the meeting to order at 6:00 p.m.

Public Comment

Vice Mayor Bott opened the floor for public comment. There was none.

Agenda Adoption

Councilman McComb motioned, seconded by Councilwoman Bowden to adopt the agenda as presented. Unanimously approved.

Vice Mayor Bott advised that at the last meeting they discussed other revenue sources. He stated that Town Manager Tolbert is going to research this and get back to the Committee.

Councilwoman Bowden advised she was reviewing the Employee Handbook, she stated that when someone uses up their sick leave, they have to wait 30 days.

Town Manager Tolbert explained the Sick Leave Bank. He stated that an employee has to deplete their sick leave and go 30 days without pay before they can utilize the Sick Leave Bank.

Councilwoman Bowden stated that she doesn't know of any Town employee that can go without pay for a month. She asked if this could be explored.

Town Manager Tolbert stated that there has been one with extenuating circumstances that he waived the 30 days. He will look into this further.

Presentation of 2024 Employee Reviews

Town Manager Tolbert explained the tools the supervisors use for the employee reviews. He reviewed the totals and showed the budget allocation. He recommended that the Committee vote to recommend the raises to Council.

Councilwoman Bowden asked if this would be effective July 1st.

Town Manager Tolbert advised it would.

Councilman McComb motioned, seconded by Councilwoman Bowden to recommend to Council the proposed raises as presented. Unanimously approved.

Review of FY2024 Budget Surplus Estimate

Town Manager Tolbert reported there will be a surplus for FY24. He reviewed each fund. He reviewed in depth the surplus recommended transfers to cover overages in the FY24 budget, and transfers to long-term savings. He added that most of the things he removed from the capital improvements will be taken care of with the surplus.

There were questions, comments, and further discussion.

Councilwoman Bowden motioned, seconded by Councilman McComb to recommend to Council the proposed FY24 surplus allocation as presented. Unanimously approved.

Closed Meeting

Closed Meeting pursuant to §2.2-3711 A (1) of the Code of Virginia for review and discussion of specific personnel performance.

Councilwoman Bowden, seconded by Councilman McComb to go into a closed meeting pursuant to §2.2-3711 A (1) of the Code of Virginia for review and discussion of specific personnel performance.

Ayes: Bott, Bowden, McComb

Nays: None

Absent: None

Certification of Closed Meeting in Accordance with §2.2-3712(D) of the Code of Virginia.

Councilwoman Bowden, seconded by Councilman McComb to certify that to the best of each Committee Member's knowledge:

- 1. Only public business lawfully exempted from open meeting requirements was discussed and**
- 2. Only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered.**

Unanimously approved.

Ayes: Bott, Bowden, McComb

Nays: None

Absent: None

Adjournment

Councilwoman Bowden, seconded by Councilman McComb to adjourn the meeting.

Unanimously approved.