

**MINUTES OF THE OCTOBER 8, 2024
BUDGET AND PERSONNEL COMMITTEE MEETING
Municipal Building Conference Room**

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
Bryan Rush, Director of Emergency Services

Call to Order

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

Public Comment

There was none.

Agenda Adoption

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

Alternative Revenue Discussion

Vice Mayor Bott stated that they talked about attempting to increase revenue. They also looked at encouraging permanent residency.

Town Manager Tolbert commented on the impediment in the State Constitution with uniformity in class. They are looking at creating a class. He and Mayor Leonard are meeting with the State Legislatives, and he is working on a Legislative Priorities list. He reviewed the item on the list that pertained to tax relief in specific classes.

There was discussion about verbiage and presenting it to the General Assembly.

They also discussed current fees, rates, and taxes.

Review of Social Media and Technology Acceptable Use Policy

Town Manager Tolbert advised he was presented with 2 social media use policies adding that it is very detailed. He commented further and explained how it would work. He further reviewed the proposed policy. He advised that the policy manual should be given to the Committee later this year for approval.

Review Proposed Salary Scale

Town Manager Tolbert advised that the salary scale hasn't been updated since 2019 and should be updated every 5 years. He discussed salary increases to CPD and EMS and the adjustment to other departments. He stated that some of the titles are no longer used, and he listed those. He reported that the Planner position has been advertised as well as the Finance Director position. He continued with the review.

There was further discussion about salaries, annual leave, and sick leave.

Town Manager Tolbert advised that when the salary scale is complete it will be presented to Council.

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 motioned, 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 motioned, 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 motioned, seconded by Councilman McComb to adjourn the meeting. Unanimously approved.