

**FINANCE COMMITTEE MINUTES**  
**Friday, November 1, 2013**  
**9:00 a.m.**  
**Town Hall**

1. Call to order at 9:09 a.m.
  
2. Members present: Mayor Auxer, Bane Schill, Karene Motivans
  
3. Staff present: Amy Boyd, Pat Dowell
  
4. Reading/approval of Finance Committee Minutes –Motion by B. Schill, second by K. Motivans. Unanimous.
  
5. **Visitors: None**
  
6. **Old Business**
  - a. Review of financial plan – no action
  
7. **Financial Reporting**
  - a. Financial Statements as of September 30, 2013 – no action
  
8. **New Business**
  - a. Changing Zoning Officer position from part-time to full-time – P. Dowell informed the Finance Committee that the additional cost could be covered by interest income. Motion by K. Motivans, second by B. Schill. Unanimous.
  - b. Amendment revising Town Code 8-201A to include an annual license fee of \$30.00 for all businesses operating and not mentioned by specific business and/or occupation – A. Boyd explained that all businesses authorized to operate in town are required to obtain a business license. Businesses are charged a fee based on the type of business and category provided by the WV State Code. Not all businesses fall within a specific category and therefore they are not required to pay a fee. This amendment would allow for those types of businesses to pay a fee of \$30 per year. Questions for our attorney: Do we charge a landlord \$30 for each rental unit? The State charges a onetime fee of \$30 for a business registration certificate. How does that apply to us. What are all the categories of businesses? K. Motivans suggested automatically updating the Town’s business license fees to match the States fees as they are adjusted. Motion by K. Motivans, second by B. Schill, recommend draft be sent to Town Council for consideration of a first reading at December’s meeting. Unanimous.

**Motion by B. Schill, second by K. Motivans, meeting adjourned at 9:33 a.m.**

**Respectfully submitted,**  
**Amy L. Boyd, Town Clerk**