

Shepherdstown Personnel Committee Minutes
Friday, July 16, 2021
10:15 a.m.
Town Hall
Social distancing and masks if unvaccinated

1. Members Present: Lori Robertson, Jenny Haynes, Marty Amerikaner
2. Call to Order: July 16, 10:17am by Lori
2. Approval of minutes: Lori moved, Jenny seconded
3. Visitors: none
4. Public Comment: none
5. Unfinished Business:
 - a. Open Town Hall during lunch – UPDATE - from local municipalities
Bolivar – Jenny reported that their Hall is open during the noon hour
Charles Town – Jenny reported that their Hall is also open
Harper’s Ferry – Marty reported that their Hall is not open
Ranson – Lori reported that their Hall is also open

Lori reported that Amy had informed her that the current plan is for Shepherdstown to also begin remaining open during the noon hour.
 - b. Go over Employee Handbook –
 - a. Change in Town Hall hours will need to be reflected in the revised Handbook
 - b. Lori suggested that we plan to gather information from all managers via a request for an email from each in which they provide input on suggestions for any revisions

c. Training – individual departments

Frank, Kenny, Woody – Lori

Amy – Marty

Lori and Marty will contact these managers to discuss their training needs and requirements, including any training needs tied to ethics.

Lori discussed with the WV Secretary of State's office the possibility of training programs being offered to localities by that office.

d. Term Limits –UPDATE - from local municipalities

Bolivar and Charles Town – Jenny is working to get this information

Harper's Ferry – Marty learned that they do not have term limits; he will ask about term length

Ranson – Lori learned that their term of office is 4 years, and that they have a staggering system of 3 years to prevent too much turnover at any one time. She will ask about term limits.

e. Town Manager – UPDATE - from local municipalities

f. Bolivar – Jenny learned that they do have both a Town Manager and an Assistant Manager

g. Charles Town – Jenny learned that they also have a Town Manager

h. Harper's Ferry – Marty learned that they do not have a Town Manager

i. Ranson – Lori learned that they do have a Town Manager

Both Charles Town and Ranson provide salaries of \$100000 or higher to these positions; both are larger communities than Shepherdstown. Jenny reported that Bolivar's manager earns approximately \$55000, whereas the Assistant is paid \$32000. Lori learned that the national average for Town Managers is in the \$55000-75000 range.

Lori volunteered to gather a range of information concerning job descriptions for Town Managers, Mayors, Town Clerk, and

Assistant Managers to provide a basis for our discussions of pros and cons of moving to a Town Manager form of governing as well help us picture what this form might look like here in Shepherdstown.

6. New Business: None

7. Adjournment: 11:04 Marty moved, Jenny seconded