

Shepherdstown Personnel Committee Minutes
Monday, February 21, 2022

10:00 a.m.

Town Hall

DRAFT

Social distancing and masks if unvaccinated

1. Members Present: Lori Robertson, Jenny Haynes, and Mayor Auxer
2. Absent: Marty Amerikaner
3. Call to Order: L. Robertson called the meeting to order at 10:05 a.m.
4. Approval of April 9, 2022 minutes: **J. Haynes – move to approve the minutes of April 9, 2022. No objections noted.**
5. Visitors: None
6. Public Comment:
7. Unfinished Business:
 - a. Open Town Hall during lunch – UPDATE - Town Hall is now open during lunch except when not able to due to lack of staff.
 - b. Go over Employee Handbook – once the new bookkeeper is settled, we can work with Amy to incorporate changes. J. Haynes will get the handbooks from Ranson and Charles Town. Once we make changes, we will give to Chazz for review.
 - c. Training – individual departments. Many departments already have to do regular training. Need to look at interdepartmental training for all employees; customer service, safety procedures, compliance training (educates employees on the laws and regulations applicable to their job function – anti-harassment, diversity, business ethics. Also, leadership training, technical

training – making sure everyone knows how to use the equipment/software at hand, quality assurance training – build good customer relationships, cross-training. Create an in-service book that documents the employee’s completion. Robert’s Rules and ethics.

Mayor – will reach out to the Municipal League for any ethics & Robert’s Rules training available. L. Robertson did call the WV Secretary of States office and the field Rep for the Eastern Panhandle – neither one was aware of these types of trainings.

Frank - sewer, Kenny, Woody -water – Lori
Amy for town hall – Marty
Chief - police
Need to ask how many hours are needed for each department.
Can reach out to town managers and ask too.
J. Haynes can ask Charles Town and Harpers Ferry.

- d. Term Limits –UPDATE –
Mayor – will require a Charter change – need to ask Chazz how to institute that with staggered 4-year terms. We can ask Chazz to come to a personnel meeting and invite the council.

- e. Town Manager – UPDATE –
L. Robertson – the question is do we want/need one? The current duties and responsibilities for the Clerk and Mayor are, and have become, overwhelming for the day-to-day demands. The consensus is yes, we need to pursue a town manager.
L. Robertson – made a motion to move forward to research a city manager/administrator position as a recommendation from the Personnel Committee to Finance and ultimately Town Council. No objections noted.
The Committee will move forward to create a job description that will be a fluid document to meet the corporation’s needs before being adopted.

Of note is to whom the city manager reports to. L. Robertson does not want the position to be hired/fired and report only to the mayor, but rather the council or the mayor and the council. Some municipalities have their city manager report to just the mayor, just the council, or both.

Is the city manger an employee of the town? Likely.

Salary and experience: the initial look at the salary is \$75,000 - \$95,000 with a minimum of 5 years experience for a full-time position.

Mayor Auxer inquired if grant writing was part of a city manager's job description?

We will get city manager job descriptions from Winchester and Martinsburg to add to what we already have. These towns have water, sewer, and trash collection. We can ask Frank Welch what other towns offer the same services and get there job descriptions as well.

L. Robertson will schedule another meeting in the coming months to continue to move forward.

8. New Business: None

9. Adjournment: **J. Auxer – move to adjourn at 11:08 a.m. No objections noted.**