

DRAFT  
FINANCE COMMITTEE MINUTES  
Friday, October 21, 2022  
11:00 a.m.  
Town Hall

1. Call to order at 11:01 a.m. by Mayor Auxer.
2. Members Present: Mayor Jim Auxer, Cheryl Roberts, Chris Stroeck
3. Staff Present: Amy Boyd, Frank Welch
4. Reading/approval of minutes – Moved by C. Roberts, second by C. Stroeck, to approve the minutes as presented with the addition of incorporating the Shepherdstown Public Library memo as an attachment. Unanimous.
5. Unfinished Business
  - a. Inventory List- F. Welch provided a list for next month’s review.
6. New Business
  - a. Cullison Park Walking Path Funding- Hotel/Motel Tax Fund has \$74,000 currently. C. Stroeck clarified the total amount needed is approximately \$50,000. The Parks and Recreation Committee’s budget has approximately \$30,000. This will deplete the budget for the remainder of the year. Motion by C. Roberts, second by C. Stroeck, recommend allocating \$20,000 from Hotel/Motel Tax to cover cost. Unanimous.  
Note: this is an allowable expenditure per the Hotel/Motel Tax Ordinance.
  - b. Town Administrator Salary Range- Lori Robertson reported that the Personnel Committee is looking at creating the position of Town Administrator. She reports they have reviewed the duties, what this position does and does not do, salary ranges, facets of the job description. The Personnel Committee believes this position can be a tremendous help (i.e. working with the current staff, working with the budgets, etc.). L. Robertson is requesting the approval of a salary range of \$75,000 - \$85,000 to sustain the Town Administrator position. C. Stroeck inquired if the research done could be viewed. L. Robertson indicated the Personnel Committee compiled research and came up with a page and half of information that was presented to Chazz Printz, Town Attorney. She reflected it was a lot of work to come up with this salary range and

based on what we are looking for. The Mayor has discussed this topic with the local Mayors. Masters Degree and 5-7 years of experience required.

C. Stroeck – with benefits, this position will be at \$100K. The thought is the benefits will add 30% to the salary range total.

C. Roberts- adding 30% puts the total cost between \$99K - \$120K

L. Rampy – a range gives you the option to adjust based on qualifications.

C. Stroeck – what's the next step?

Mayor – move forward looking if our budget can sustain the position

Mayor Auxer reported that Daniel Sweeney is going to assist us in determining the sustainability of this position.

Timeframe is to begin advertising/interviewing at the beginning of the year.

Motion by C. Stroeck, second by C. Roberts, to refer the matter to staff to report back on cost and sustainability of position. Unanimous.

Note: L. Robertson is working on the job description and will share with the supervisors.

- c. American Rescue Plan Act (ARPA) Funding – Mayor Auxer reported the town received a first installment of \$429K previously which was used on the Water Plant Upgrade. B. Keller – we have no choice but to replace the press. Mayor Auxer – it's \$4,000 a week for sludge removal due to the press not being operable. H. Heyser – can Sewer Capacity Funds be used? F. Welch – it's not increasing capacity and therefore cannot be funded by the Sewer Capacity Account. C. Roberts – has no questions, sees the need. L. Rampy – no questions – very helpful to hear the explanation. Thank you for what you are doing under less than ideal conditions. J. Ekstrom – the biggest expense if the membranes and we have a reserve for other items, they can typically be covered. The second installment of the ARPA will cover this cost. C. Stroeck – we received ARPA money last year and have used some. Mayor – we've used all the first installment of the ARPA. Sewer revenue is down by \$200K and is proposing the use of the second installment to replace the sewer press. This is a permitted use of the funds. Moved by C. Roberts, second by C.

Stroeck, to allocate the ARPA fund to be used for the sewer press.

Unanimous.

C. Stroeck asked that this agenda item be placed in an obvious location on the Town Council agenda.

C. Roberts moved to adjourn meeting at 11:47 a.m., second by C. Stroeck.

Unanimous.

Respectfully submitted,

Amy L. Boyd, Town Clerk