

Special Town Council Draft Meeting Minutes

Tuesday, March 20, 2024

12:30 p.m.

Town Hall - 104 N. King Street

Present: Mayor Jim Auxer, Lori Robertson (Recorder), Leah Rampy via Zoom, Chris Stroech, Marty Amerikaner, and Jenny Haynes.

Absent: Cheryl Roberts

Staff: Town Clerk Amy Boyd and Town Administrator Stephanie Grove.

Visitors: Deb Tucker, Marty Baach, Harriett Pearson, and James Gatz.

Agenda:

1. Call meeting to order

Call the meeting to order by Mayor Auxer at 12:33 p.m

2. 2024-2025 Levy Estimate (Budget) - Discussion/Action

S. Grove - she has changed the format based on WV State Auditor criteria. She explained the budget to account for the overage to make it flat.

D. Tucker - inquired about the various committee and commission budgets. S. Grove explained where the monies come from each one.

S. Grove - the Levy Rate increased slightly this year. Property taxes went up only slightly. Sales tax and Hotel/Motel tax are big revenue generators. Video Lottery is down and she has budgeted for this decrease. We had an increase in revenue from Home/ Motel tax and a slight increase in parking

revenue. The payroll reimbursement - have been using a pay code. She is now putting in lines for the department where the staff actually work for reimbursement. This makes payroll and the time sheets easier and more accurate. A better interest rate has been locked in at the bank for 2 years.

C. Stroeck - the gas and oil severance, where does it come from?

S. Grove - from the State - general funds.

C. Stroeck - the same reasoning for Hotel/Motel tax adjustment? And the Parking increase?

S. Grove answered yes. Parking is based on a trend

C. Stroeck - thank you for redoing all of this manually.

S. Grove - went through other line items based on new lines, increases, and decreases.

* 211 - Town Hall telephones were adjusted down as the bills have been coming in lower.

* 209 - Legal fees have been consistent

* 108 -Overtime is required to be broken out

* 214 - Travel - added a little bit as S. Grove travels

* 222 - Reduction in dues/subscriptions - she moved to a new line

* 353 - Is a new line - computer/software

* 916 - Shepherdstown Library - we give \$1800/month

* COLA means Cost of Living

* Police Dept - there is lots of overtime from events, training, absences, retirements, and holidays. This should level out somewhat per Chief King as we have a new hire.

* Streets - utilities and telephone decreased

* Sanitation - C. Stroeck - the new director's position should be filled soon -will there be changes to the number up or down?

S. Grove - the numbers may be lower as Frank has been here so long.

* Landfill and Recycling - are new lines. We can lower the landfill costs.

C. Stroeck - adjustment can be made across all departments?

S. Grove - yes. Whatever is left goes into the General Fund. July 1st starts the fiscal year. We can do a budget revision if something is needed.

* Water/Sewer - there are a few employees that work just for water, and some that work just for sewer.

* Parks & Rec - 20% of our 1/2 of Hotel/Motel budget is to keep the parks maintained.

* Visitors Bureau - 460 - is a capital expense code with much budgeted for the Market House.

C. Stroeck - inquired if we could move some of the \$50K surplus to cover the amount we give monthly to the Library? S. Grove - will look at that.

* Mayor - if we anticipate big projects, we can apply for grants and our cash can be used for the match.

* Capital requests -

M. Amerikaner - microphones for the meeting room. A. Boyd - looking into it.

Automatic door opener for town hall

L. Rampy - Hurley Park - anticipation of costs?

S. Grove - nothing for 2 years. Allows us to work on the design.

**** Recorder L. Robertson had to leave the meeting at 2:10 p.m. Town Clerk A. Boyd took the remaining minutes.****

_ C. Stroeck moved to approve the draft budget to send to the WV State Auditor's Office. No objections noted.

5. Adjournment

– J. Haynes moved to adjourn at 2:14 p.m. Second by M. Amerikaner. No objections noted.

Draft Minutes respectfully submitted by L. Robertson, Recorder and, A. Boyd, Town Clerk, for the Corporation of Shepherdstown.