Committee Meetings
March 13, 2007

PRESENT
M. Dearing
M. Isom
D. Kite (arrived at 6:28 p.m.)
M. O'Neill
T. Pence
W. Printz
S. Sigafoose

STAFF
Tom Miller (arrived at 6:12 p.m.)
Clairen Sipe
James Morris
Richard Carey

The following items and issues were discussed:

Personnel

- Job description for Town Superintendent.
- Hiring and firing of personnel / authority to Department Heads / authority to Department Heads regarding termination of employees.
- Grievance procedures to be determined.
- Hiring and termination to be performed by Town Council until further notice.
- Setting pay – standardize pay scale. By recommendation of Town auditors, all Town employees should be carried on Town's payroll.
- Following a discussion regarding the recreation center, instructors and referees, Vice-Mayor Dearing suggested the Town Council set all pay rates, monitoring will be done by the Treasurer.
- Background checks on employees with notice of completion placed in personnel file.
- Town Attorney Miller recommended: background checks on employees and volunteers who have any contact with children; any adult who supervises a group of children should be accompanied by a second adult; personnel policies are in place and should be followed.
- Department Head pay and potential personnel needs were discussed regarding the 2007-2008 budget.
- Mayor Printz suggested all Department Heads list part-time and full-time contractors at the Community Center and forward a list to Town Attorney Miller and Vice-Mayor Dearing for review.

Finance

- Four pieces of exercise equipment at cost of approximately $16,000.00 – *will appear on Agenda.*
- Checking into exchange of two copiers.

Treasurer

- Council authorized Treasurer Sipe to continue the Elkton advertisement in the Chamber of Commerce brochure at a cost of $175.00.
- Council agreed to maintain the current $500.00 line item for Spotswood High School's Mock General Assembly.
- RBC Dain Rauscher - $84,000.00-$86,000.00 from Community Center loan to be placed in CD's. Treasurer Sipe will provide information to Council.
- Eleven businesses with no business license and three businesses have not filed any information regarding gross receipts; delinquent meals tax.
- Check the expense of automatic bill pay.

Public Works

- Stonewall Memorial Park flag light – result of vandalism to junction box.
- Employee owed money issue – oversight.
- Mr. Shifflett discussed pole light policy at restaurant.

- Repairs and responsibility for repairs to ally behind Rockingham Heritage Bank.
- Street lights in Quail Run.
- Council member Kite will look at request for Larry Lampe at 243 Kensington Drive, Woodbridge Subdivision and make recommendations.
- Serendipity – 15 minute parking has been posted.
- Jam Rion of Forest Road – requesting two out-of-town water / sewer connections – *will appear on Agenda.*

Closed Session

Council member O'Neill moved, second by Council member Sigafoose, and carried to go into closed session under Virginia Code 2.2-3711.A.7 of the Code of Virginia (1950) as amended for consultation with legal counsel and briefings by staff members pertaining to actual or probable litigation.

YEAS: M. Dearing, M. Isom, D. Kite, M. O'Neill, T. Pence, W. Printz, and S. Sigafoose.

Motion carried (6 – 0 roll call)

Council member O'Neill moved to go from closed session back into regular session and that each member, to the best of his or her knowledge, certified that only public business matters lawfully exempted from an open meeting requirement under Chapter 21 of Title 2.2 of the Code of Virginia were heard, discussed, or considered. Council member Sigafoose duly seconded the motion.

YEAS: M. Dearing, M. Isom, D. Kite, M. O'Neill, T. Pence, W. Printz, and S. Sigafoose.

Motion carried (6 – 0 roll call)

As there was no further business, the meeting was adjourned.

Mayor: _____
Wayne E. Printz

Recorder: Denise Monger
Denise Monger, Clerk