



***GATE CITY TOWN WORKSHOP MEETING MINUTES
PERSONNEL & BUDGET ISSUES
SEPTEMBER 30, 2014
156 E. JACKSON ST.
6:30 PM***

I. Mayor, Frances Perry called Workshop Meeting to order at 6:30 P.M.

II. **ROLL CALL** – Town Clerk - Kathy Riley

PRESENT: Mayor, Frances Perry
Vice Mayor, Allan “Cotton” Roberts
Council Member, Roger Cassell
Council Member, Robin Richards
Council Member, Wallace W. Ross, Jr.
Council Member, Walter Salyers
Town Manager, Greg Jones

Others present: None

III. **NEW BUSINESS**

- **Personnel and Budget Issues** – Town Manager, G. Jones, informed Council of the meeting with the Personnel Committee, their ideas and request for Council’s feedback. The first topic was vacation with regards to hours earned with years of service. Council Member, R. Richards, provided Council definition of PTO as being vacation and sick time, with holidays being separate. There is no separation between the two as it exists now. Council Member, W. Salyers expressed his concern of being fair to the employees and give them enough time with their vacation, if they get sick, they are covered until their short term disability can kick in. They have to accrue to that time, but wants to get is so they can get to that point. Council discussed separating vacation/sick leave hours, timeframe for requirement of doctor’s excuse when on sick leave, timeframe when short-term disability goes into effect, when current PTO policy went into effect, deduction of PTO hours from accrued or V-Bank first, pay-out of 80 hours from V-Bank, amount of carry-over of accrued hours each year or do away with carry-over hours, reduction of current V-Bank hours, exceptions to employees for carry-over of accrued hours who can’t take time off due to the town, selection of vacation by seniority, offer financial planning to give employee option to put 80 hour pay-out into an IRA account, need to look at the policy again regarding the 250 carry-over of PTO hours. Town Attorney, M. Brooks, stated to make changes, but don’t do it twice. Council was in agreement

regarding the proposed breakdown of earned PTO hours with years of service. Council Member, W. Salyers, stated the need to get fully staffed to avoid accumulation of hours from happening. Council discussed about giving a year for employees to use up their carry-over PTO. Council Member, W. Salyers, suggested giving a year time to use banked hours. Town Attorney, M. Brooks, suggested they find out how long it takes for short-term disability to start before you decide on the amount of carry-over. Provides example if someone gets really sick at the end of June, they have lost their carry over and they haven't accrued anytime and would need 5-10 days or whatever time is needed before the short-term disability kicks in. Town Manager, G. Jones, agreed that it was something to look into and would get that information.

- **Holidays** – Council discussed the proposal regarding ½ day prior to Labor Day, ½ day prior to Thanksgiving, and holidays that can be removed from being observed. Council agreed they can remove the ½ day prior to Labor Day, Lee Jackson Day, Martin Luther King Jr. Day, and Columbus Day as holidays not being observed by the town. Council Member, R. Cassell, suggested getting a sandwich tray for employees to come to office and eat, with Council Member, W. Salyers, stated it would be a good time for Town Manager, G. Jones, to talk to employees.
- **Insurance** – Town Manager, G. Jones, stated it will be discussed when budget is done next year. It can't be changed until next year. Vice Mayor, A. Roberts, stated the upcoming changes with insurance will hit us hard. Council Member, W. Salyers, stated we need to be pro-active and start working on it now, but keep it affordable for the employees and the town. Town Manager, G. Jones, mentioned about keeping insurance for those who retire at a nominal percentage. Currently, when they retire there is no insurance.

Town Manager, G. Jones, informed Council of next year's budget going to be tough, i.e. refund with large bank in town and state budget cuts. Council discussed the subject regarding the refund with major bank in town and terms for repayment. Vice Mayor, A. Roberts, informed Council of Carol Dixon wanting to talk to bring back the Clinch Mountain Music Fest back to Gate City. Mayor Perry stated that would be a decision by Council. Council Member, R. Richards, requested to go into closed session.

IV. CLOSED SESSION

Motion made for Council to enter into closed session to discuss personnel and legal issues.

Motion by: Vice Mayor, A. Roberts 2nd by: Council Member, W. Salyers

VOTE:	Yeas,	5
	Nays,	0
	Absent,	0
	Abstain,	0

Mayor Perry opened the closed session at 8:00 P.M.

V. RETURN FROM CLOSED SESSION

Council returned from closed session at 8:30 P.M.

Motion made for Council to return from closed session.

Motion by: Vice Mayor, A. Roberts 2nd by: Council Member, W. W. Ross, Jr.

VOTE: Yeas, 5
Nays, 0
Absent, 0
Abstain, 0

CERTIFICATION OF CLOSED MEETING – Read by: Town Attorney, M. Brooks

WHEREAS, the Gate City Town Council has convened a Closed Meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-7312 of the Code of Virginia requires a certification by the Town Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED, that the Gate City Town Council hereby certifies that to the best of each member’s knowledge, (1) only public business matters lawfully exempted from open meeting requirement by Virginia law were discussed in closed meeting to which this certification applies and (2) only such business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Gate City Town Council.

VOTE: Yeas, 6
Nays, 0
Absent, 0
Abstain, 0

VI. MOTIONS FROM CLOSED SESSION: No Motions coming from Closed Session

VII. ADJOURN

Motion made to adjourn.

Motion by: Vice Mayor, A. Roberts 2nd by: Council Member, W. W. Ross, Jr.

VOTE: Yeas, 5
Nays, 0
Absent, 0
Abstain, 0

*Mayor Perry adjourned the meeting at 8:32 P.M

Frances Perry – Mayor

Kathy Riley – Town Clerk