

JOINT FINANCE & PERSONNEL COMMITTEE MEETING MINUTES

Phil Gainer Community Center

142 Robert E. Lee Ave. Ext.

November 17, 2025

1:00 p.m.

Present were members: R. Chenoweth (chair), C. Thompson, L. Severino, C. Kerns, C. Lowther, and M. Hinchman.

Also present were: Jerry Marco (mayor), Mike Kesecker (operations manager), Tracy Judy (treasurer), Steve Himes (fire chief), Travis Bennett (police chief), Joshua Martin (human resources), Sutton Stokes (city clerk), Wes Lambert (water chief operator), Whitney Hymes (wastewater chief operator), and Mikayla Goins (executive secretary).

MINUTES

Thompson **MOVED APPROVAL OF THE MINUTES OF THE FINANCE COMMITTEE MEETING OF SEPTEMBER 8, 2025.** The motion carried.

Lowther **MOVED APPROVAL OF THE MINUTES OF THE JOINT PERSONNEL AND FINANCE COMMITTEE MEETING OF OCTOBER 6, 2025.** The motion carried.

Thompson **MOVED APPROVAL OF THE MINUTES OF THE PERSONNEL COMMITTEE MEETING OF OCTOBER 27, 2025.** The motion carried.

NEW BUSINESS

a. General Fund presentation

The City Treasurer gave a presentation regarding the General Fund and changes to department budget presentation format moving forward.

b. City compensation & classification plan

Chenoweth **MOVED THAT THE COMMITTEE ENTER EXECUTIVE SESSION WITH THE ADMINISTRATIVE OFFICERS AND HUMAN RESOURCES DIRECTOR FOR THE AGENDA ITEM "CITY COMPENSATION & CLASSIFICATION PLAN."** The stated exemption was for matters arising from the employment, etc. of an individual, as allowed under WVC §6-9A-4 (b) (2) (A). The motion carried. The executive session began at 1:20 p.m. and ended at 1:35 p.m. The chair announced that no decisions were made and no actions were taken.

Chenoweth **MOVED RECOMMENDING COUNCIL APPROVAL OF A PAY INCREASE FOR GENERAL FUND AND SANITATION FUND EMPLOYEES OF \$1/HOUR (\$2,080/YEAR), EFFECTIVE**

NOVEMBER 23, 2025. Judy explained that Fire Department employees would be addressed in a subsequent motion. The motion carried.

Thompson **MOVED RECOMMENDING COUNCIL APPROVAL OF A PAY INCREASE FOR CHIEF HIMES OF \$1/HOUR AND FOR ALL CIVIL SERVICE FIREFIGHTERS OF \$0.60/HOUR, EFFECTIVE NOVEMBER 23, 2025.** Himes explained that, because of the fire department's mandatory overtime schedule for civil service firefighters, the increase of \$0.60/hour would result in an annual earnings increase of \$2,080, the same overall earnings increase that regular 40-hour employees would receive at \$1/hour. As a salaried employee, Himes is not eligible for overtime pay. The motion carried.

c. Proposed changes to the Personnel Manual clarifying the grievance process and leave donation program

By unanimous consent, this item was postponed to a later Personnel Committee meeting.

d. Compensation adjustment for the City Treasurer upon reappointment

The City Treasurer's reappointment is on the next council agenda. After council sets a new compensation level, any necessary budget revision will be brought to the Finance Committee.

e. Proposed changes to outside contribution process and administration

Lowther **MOVED RECOMMENDING COUNCIL APPROVAL OF A NEW POLICY AND RELATED FORMS FOR CONTRIBUTIONS TO OUTSIDE ORGANIZATIONS, AS PRESENTED.** The motion carried.

f. Proposal to authorize purchase of new transfer switch at the Elkins Fire Department through payment from the Coal Severance Fund

Hinchman **MOVED RECOMMENDING COUNCIL AUTHORIZATION OF THE PURCHASE AND INSTALLATION OF A NEW TRANSFER SWITCH AT THE FIRE DEPARTMENT, PAID FROM THE COAL SEVERANCE FUND.** The motion carried.

g. Request to transfer \$50,000 from the Financial Stabilization Fund to the Fire Fund

Hinchman **MOVED RECOMMENDING COUNCIL AUTHORIZATION TO TRANSFER \$50,000 FROM THE FINANCIAL STABILIZATION FUND TO THE FIRE FUND.** The motion carried.

h. Mayor's request for \$10,000 to fund engineering study for Harrison Avenue property

Lowther **MOVED RECOMMENDING COUNCIL APPROVAL OF A \$10,000 EXPENDITURE TO FUND A DESIGN STUDY FOR THE CITY-OWNED PROPERTY ON HARRISON AVENUE.** The motion carried.

The meeting adjourned at 2:23 p.m.

Cody KERAS
Name & Title ACTING CHAIR

Cody Keras
Signature

Robert Chenoweth, Chair
Name & Title

Robert Chenoweth
Signature