

NITRO CITY COUNCIL
FINANCE COMMITTEE MEETING MINUTES
NOVEMBER 16, 2010

CALL TO ORDER: Mayor Rusty Casto called to order at 6:00 pm in Council Chambers. Attending along with Mayor Casto were Recorder Rita Cox, Ward 2 Councilman Bill Racer, Ward 3 Councilman Craig Matthews, Ward 4 Councilman Bill Javins, Councilmen at Large Dave Casebolt, Jim McKay, and Bob Fields, and City Treasurer John Young.

Mayor Casto called on City Treasurer John Young for a report on the finances of the city and recommendations for raises. John Young said that the city finances were in good shape and revenues are holding up. He recommended that Council not take action on across the board raises until the end of January to see how Mardi-Gras Hotel does and the new table games at Charlestown. He said since these are both new, the revenue is an unknown quantity that needs to be looked at before action is taken. He presented Council with current wage scales in area cities that compare. He said that he and Councilman Matthews are working on the numbers needed for salary for a Kelly shift person for the Fire Department. Councilman Casebolt suggested a committee be formed to look into the matter of pay scales. Councilman Matthews said the committee could look at local cities for pay formulas. He also said that within departments there are different skills that the employees have that are known to the departments heads and these could be identified.

Councilman Fields asked how this would be applied to the employees at the library. Mayor Casto suggested the Kanawha County Library be contacted. Councilman Casebolt asked if job descriptions could be prepared by departments by the first part of 2011. Mayor Casto said that could probably be done by the next meeting. John Young said the skills of employees in Public Works could be identified. Mayor Casto said that since department heads are preparing job descriptions for a future meeting that would allow Council time to look at the salaries compiled by John Young of area cities.

Councilman Matthews suggested that Mary Beth Burt be appointed as personnel head in place of Mayor Casto since the employee provisions allow for this. He said that most of these duties are done by her currently such as payroll, workers compensation and vacation. He said that it would not be creating a new position. He suggested once the job descriptions are prepared by departments, Mary Beth Burt could keep them in her files. He said it would not be fair to expect her to compile them. He said that while Recorder Cox is to keep vacation time it is Mary Beth Burt who tracks it. Councilman Matthews said that he thought she should be compensated for these jobs. Recorder Cox pointed out that she already does nearly all the jobs listed in the employee provisions having to do with personnel. Mayor Casto directed John Young to study this and look at an increase in pay to cover the duties she does and bring it back to the next meeting. Mayor Casto directed A. J. Hill to try and locate job descriptions done for his department in the past.

Councilman McKay asked if he was looking at the correct version of the employee provisions. It was determined that it was. Recorder Cox said that John Montgomery had asked for copies of the employee provisions for the Ordinance Committee. Mayor Casto requested Executive Session. COUNCILMAN MCKAY MOVED COUNCIL GO INTO EXECUTIVE SESSION WITH A SECOND BY COUNCILMAN MATTHEWS. VOTE WAS UNANIMOUS FOR THE MOTION.

RUSTY CASTO, MAYOR

RITA COX, RECORDER