

RECORD OF PROCEEDINGS

Minutes of the Joint Committee Meeting Finance & Employee Benefits

Held on August 18th, 2025



Village of West Jefferson Council Joint Committee Meeting Finance & Employee Benefits Committees

MINUTES

August 18th, 2025

CALL TO ORDER

President Jen Warner called the Joint Committee Meeting to Order at 5:15 P.M.

ROLL CALL

Committee Members:

Employee Benefits: Jimmy Little, Samantha Cahill

Finance: Samantha Cahill, Jen Warner and Linda Hall.

Employee Benefits Committee member Erica Bogner was excused from the meeting. Motioned by Linda Hall and seconded by Jimmy Little.

Quorum Declared: 5 present, 1 absent.

Other Village Employees attending: Mayor, Ray Martin; Director of Finance, Rebecca Shipley-Arnott; Assistant Finance Director & Human Resources Manager, Jackie Tiberio; Director of Development, Tom Hale; Development Office Supervisor, Kristie West; and Clerk of Council, Tisha Edwards.

APPROVAL OF AGENDA AND MINUTES:

Motion to Adopt the Agenda moved by Jimmy Little and seconded by Linda Hall. All in favor.

Motion to Approve the Minutes The minutes of the April 21st Joint Committee meeting were approved at the May 5th, 2025 Regular meeting of Council.

OLD BUSINESS: None

NEW BUSINESS:

RESOLUTION 25-039, AMENDING THE POSITION OF BUILDING AND ZONING CODE ENFORCEMENT OFFICIAL TO DEVELOPMENT OFFICE SUPERVISOR FOR THE VILLAGE OF WEST JEFFERSON.

Discussion: President Warner invited Director Tom Hale to speak in regard to the legislation. Director Hale stated that since we added staff predominately in the London Offices and also over the last two years had interns from MORPC, Kristie has stepped up on his behalf due to him being out of the office due to work volume. His concern is that she is giving direction to these staff members without the proper job title. This request also has no additional pay request to it, simply making sure she is operating within the

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confines of her job description. Director of Finance, Rebecca Shipley-Arnott also stated that they will make the necessary changes to the job description but will also change the title on the pay scale.

ACTION/RECOMMENDATION TO COUNCIL if needed? If so, Mover: Jimmy Little
Second: Samantha Cahill. All in favor? Yes. Any opposed? None.

Roll call: Yays: Samantha Cahill, Linda Hall, Jimmy Little and Jen Warner. Nays: None.
Abstains: None. Motion passed 4-0.

RESOLUTION 25-040, CREATING THE POSITIONS OF PUBLIC SERVICE WATER/WASTEWATER OPERATORS.

Discussion: Director John Mitchell stated that if you went and looked at our full pay scale we set up for our water and sewer staff to be able to be licensed. There was Water Operator I, Water Operator II as well as Wastewater Operator I and Wastewater Operator II. Those are already in place. However, we didn't think about those cross certifications, and we wanted to give incentive to the staff to receive their different certifications, which looks better to the EPA too. President Warner asked if these are additional licensures not what is required. Director Mitchell stated that is correct. Committee Member Samantha Cahill stated then what is required. Director Mitchell stated that in the job description it is stated that we would like for them to achieve these certifications and anymore they can obtain is a benefit to the community as a whole. He stated this currently only affects 4 employees. Committee member Linda Hall asked if this was effective immediately. Director Mitchell and Director Shipley-Arnott stated that it would be next pay in the legislation. President Warner asked if the employees would have to do continuing education to keep those certifications and Director Mitchell stated yes. If they do not do the Continuing education they will lose those licenses and go back down to the previous level.

ACTION/RECOMMENDATION TO COUNCIL if needed? If so, Mover: Linda Hall
Second: Jen Warner. All in favor? Yes. Any opposed? None.

Roll Call: Yay: Jimmy Little, Samantha Cahill. Nay: None. Abstains: None. Motion passed: 2-0.

RESOLUTION 25-041, SETTING THE PAY RATE FOR THE PUBLIC SERVICE VARIOUS WATER/WASTEWATER OPERATORS.

Discussion: This is to simply set the pay rate. Chairperson Samantha Cahill asked why we needed to set 4 separate positions. Finance Director Rebecca Shipley-Arnott stated that it will still be one position but for the pay scale we need to have the separate titles set up for the job description.

ACTION/RECOMMENDATION TO COUNCIL if needed? If so, Mover: Linda Hall
Second: Jen Warner.

Roll Call: Yays: Linda Hall, Samantha Cahill, Jen Warner Nay: None. Abstains: None.
Passed 3-0.

The Committee voted to recommend all 3 pieces of legislation to the Council. Moved by Jimmy Little and seconded by Samantha Cahill.

Roll call: Yays: Samantha Cahill, Linda Hall, Jimmy Little, and Jen Warner. Nays: None.
Abstains: None. **Motion carried 4-0.**

At this time, Director of Finance, Rebecca Shipley-Arnott explained that she is not asking for a supplemental because it is only expected to be about \$800.00 for the rest

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of the year. She can split that between Water and Sewer even though they are running pretty close, but she will keep an eye on it.

ADJOURN

President Jen Warner asked for a Motion to Adjourn at 5:32 p.m. Motion by Linda Hall and seconded by Samantha Cahill. All in favor.



Finance Chairperson, Samantha Cahill

10/4/2025

Date



Employee Benefits Chairperson, Jimmy Little

Date

President, Jen Warner



Date 10-6-25

Clerk of Council, Tisha Edwards



10-6-25

Date

10-6-25