

The Special Called Meeting of the Urbanna Town Council was held on April 21, 2018 at 9:00 am in the Council Chambers at Town Hall. Ms. Gailey called the roll to which the following answered present: Marjorie Austin, Larry Chowning, Diane Gravatt, Mayor Steve Hollberg, Barbara Hartley, and George DeVries. Absent: Boyd Wiley. Also present were Holly Gailey – Town Administrator, Traci Wright – Town Clerk.

At this time, there was discussion about the Town Clerks salary. There was also discussion about the Town Clerk and Town Administrators job descriptions provided by Mr. Bill Whitley. It was determined at this time that the Town Clerk is a non-exempt employee of the Town and is entitled to overtime pay at 1.5 of hourly pay rate based on a 40 hour work week. There were no formal motions made at this time to support.

It was determined that if a salary employee does not physically work a full 40 hour week they are not entitled to any overtime or compensatory pay. Council suggested that town staff take off accumulated comp time instead of being paid.

Mayor Hollberg asked that each member of council receive a copy of the current employee manual at the next scheduled meeting.

Mayor Hollberg instructed town staff to revise the proposed job descriptions provided by Mr. Bill Whitley as discussed, including all corrections and suggestions made by council members and present to Town Council for a formal motion to approve.

There being no further business, Mayor Hollberg made a motion to adjourn at 10:00 am, seconded by Council Member Marjorie Austin. Ms. Gailey called the roll to which the following answered aye: Marjorie Austin, Larry Chowning, Diane Gravatt, Mayor Steve Hollberg, Barbara Hartley and George DeVries.

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Clerk