

TOWN OF ROMNEY
ROMNEY, WEST VIRGINIA
JANUARY 7, 2019

for all funds and then use CellSense (intuitive Excel program) for PSC reporting.

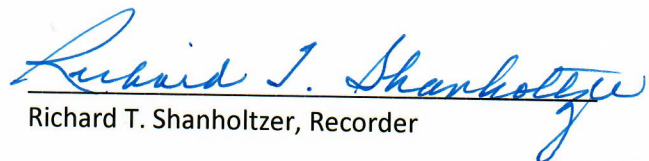
- b. Selection of Utility Billing forms (bills, late notices, delinquent bills, door hangers, refund checks, cashiering receipts)
- c. Scheduling Power User Training – arranging schedules with employees – we begin training on Personnel Management, Project Accounting, General Ledger and Bank Reconciliation in January
2. Completed first draft of new Personnel Handbook and new salary matrix for all positions and sent out to Personnel Committee. Next committee meeting is scheduled for January 25th at 5:30 p.m.
3. Scheduled first Paving Committee Meeting tentatively on January 23, 2019 at 5:30 p.m.
4. Compiled list of meter locations for C.I. Thornburg so they can complete PROP study – our rep was meeting with Sensus on 01/04/2019 – no update yet.
5. Placed Help Wanted ad for a part-time, per diem Data Entry Operator. Will begin interviewing this month – hope to have made a selection by the end of January.
6. Employee Recognition dinner celebrated 45 years of service for Betty Colebank, 20 years of service for Judge Johnson and 20 years of service for Stacy Lambert.
7. Have replaced weekly Supervisor's meeting with Weekly Department meetings at the respective plants so all employees have the opportunity to participate. Still working with the Water Department to reduce overtime – during the holiday season we struggled to fill all the tanks in a normal shift.

13. Public Works Coordinator Report:

1. December Water leaks = one – Gravel Lane 12/8/18
2. Leaf removal on Whippoorwill Drive to reduce the drain clogging on Gravel Lane and Route 50
3. Worked on cleaning various storm drains and grates around town
4. Regraded Jerry Mezz Lane and areas of Depot Valley Road and added some new gravel

14. Adjournment: Motion by Councilwoman O'Brien. Seconded by Councilman Duncan. Motion carried.


Beverly C. Keadle, Mayor


Richard T. Shanholtzer, Recorder