

ORDINANCE NO. 26-001

TOWN OF WHITE HALL, WEST VIRGINIA

AN ORDINANCE REVISING 18-010 AND 22-002; RE-ESTABLISHING THE POSITION OF TOWN ADMINISTRATOR FOR THE TOWN OF WHITE HALL, WEST VIRGINIA, AND FURTHER PROVIDING FOR THE APPOINTMENT AND TENURE FOR SAID POSITION, COMPENSATION, POWER AND DUTIES

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF WHITE HALL, WEST VIRGINIA, THAT:

WHEREAS, the final and ultimate responsibility for government of the Town of White Hall, West Virginia, (“the Town”), and administration of its business is with the governing body of the Town and is referred to as the Town Council and consists of a Mayor, Recorder, and five Council Members, in accordance with the Municipal Code of West Virginia (Chapter 8 of West Virginia State Code); and

WHEREAS, the Town Council may, by ordinance, provide for positions that they the Town may feel are of importance and confer upon said position or positions the powers and duties as it desires in accordance with the Municipal Code of West Virginia (Chapter 8 of West Virginia State Code), and as otherwise available at common law or necessary to carry out the statutory framework of Chapter 8 of the West Virginia Code; and

WHEREAS, the Town Council desires to have a Town Administrator who will be responsible for overseeing and carryout the day-to-day business for the Town given the Town’s historic and continued growth and vitality; and

WHEREAS, the Town deems this position essential to the Town’s proactive approach to government and advancement in North Central West Virginia and

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN WHITE HALL, WEST VIRGINIA:

SECTION 1. The position of Town Administrator is hereby updated, created and confirmed;

SECTION 2. Appointment; Qualifications; Compensation.

The Council shall appoint a Town Administrator for an indefinite term, or as otherwise set forth by contract, and fix the compensation and benefits of the position. The Town Administrator shall be appointed solely on the basis of executive and administrative qualifications with particular emphasis on accounting and experience in Town government, relations and operations.

SECTION 3. Removal.

The Town Council may remove the Town Administrator, or terminate the Town Administrator's contract, at any time by a vote of 5 out of 7 of its members. If requested by the Town Administrator, a public hearing may be granted by the Council within fifteen (15) days following notice of removal. During the interim the Administrator may continue working or the Council may suspend the Administrator from duty but shall continue the Administrator's salary. If removal becomes finalized, the Town Administrator shall be paid any unused vacation and sick time.

SECTION 4. Acting Town Administrator.

The Mayor shall designate, subject to approval of the Council, a qualified Town employee to exercise the powers and to perform the duties of Administrator during a temporary absence or after termination, so that the day to day affairs of the Town remain efficient and consistent.

SECTION 5. Powers and Duties of the Town Administrator.

The Town Administrator shall be the head of the administrative branch of the Town of White Hall, and the Chief Administrative Officer at the Town. He/she shall be responsible to the Council, reporting directly to the Mayor, assume full responsibility for planning, administering, directing, overseeing, and evaluating the activities and operations of the Town, except for the Police Department, including, but not limited to, the following areas and items:

- (1) Assume responsibility for the administration of Town operations, as set forth above. Full management responsibility of Public Works, Public Service, Marketing, Finance, Municipal Court, Budget, and Council Concerns. Coordinate and collaborate with Chief of Police regarding budget and employment concerns for Police Department, assess ongoing operational needs through department heads and determine best organizational structure to meet goals and objectives: develop, recommend, and administer policies and procedures. Develop and implement new departments and new objectives at the Town, with direction, coordination and input from the governing body.
- (2) Direct the development and implementation of the Town's goals, objectives, policies, and priorities, with coordination and input from the governing body and the Police Department.
- (3) Establish, within the Town's policy, appropriate service and staffing levels: monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- (4) Plan, direct and coordinate, through department heads, the work plan for the Town; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures: meet with management staff to identify and resolve problems.
- (5) Assess and monitor work load, administrative support systems, and internal reporting relationships: identify opportunities for improvement and implement as appropriate.
- (6) Select, motivate, and evaluate personnel; resolve personnel concerns and issues.

- (7) Oversee the development and administration of the Town budget: approve the forecast of funds needed for staffing, equipment, materials, and supplies: approve expenditures and implement budgetary adjustments as appropriate and necessary.
- (8) Keep Council advised of financial conditions, program progress, and present the future needs of the Town.
- (9) Execute on behalf of the Town all legal and other written documents requiring execution by the the Town, acknowledge the same if necessary, subject to the spending thresholds vested in the Town Administrator.
- (10) Explain Town programs, policies, and activities: negotiate and resolve sensitive and controversial issues.
- (11) Represent the Town to all departments and outside agencies.
- (12) Coordinate Town activities with those of other cities, counties, and outside agencies and organizations, and report back to the governing body as requested.
- (13) Provide assistance to the Town Council. Prepare and present staff reports and other necessary correspondence: provide advice and consultation to the Town Council on the development and implementation of Town programs and services.
- (14) Confer with department heads concerning administrative and operational problems, work plans, and strategic plans, make appropriate decisions or recommendations, oversee the preparations and implementation of long-range plans for the Town.
- (15) Serve as a resource for the Town Council, department personnel, Town Staff, other organizations, and the public, coordinate pertinent information, resources, and work teams necessary to support a positive and productive environment.
- (16) Perform all duties as may be prescribed by Town Council action, direct the preparation of plans and specifications for work that the Town Council orders.
- (17) Attend and participate in professional group meetings, stay abreast of new trends and innovations in the field of Town management and administration.
- (18) Respond to media inquiries, Town Council concerns and issues, and community needs.
- (19) Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- (20) Recommends programs and services by studying the changing needs of the Town, identifying and anticipating community service trends, evaluating and offering options to the Town Council.
- (21) Complies with Federal, State, and Local Laws and regulations by studying existing and new legislation, enforcing adherence to requirements and advising the Mayor and Council on needed actions.
- (22) Identifies and maintains confidentiality of sensitive and important information using diplomacy and tact.
- (23) Promotes courtesy and professionalism throughout the Town.
- (24) Maintains professional development.

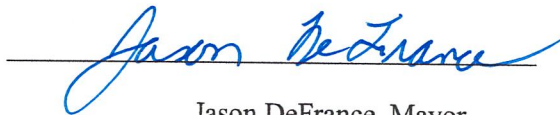
This Ordinance shall become effective on passage after second reading and public hearing.

Passed by the Town Council this 13th day of April, 2026.

First Reading: MARCH 23, 2026

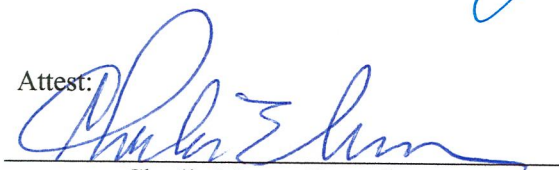
Public Hearing: April 13, 2026

Second Reading: April 13, 2026



Jason DeFrance, Mayor

Attest:



Charlie Mason, Recorder