

December 20, 2010

**KILMARNOCK TOWN COUNCIL
Monday, December 20, 2010
Town Hall
Kilmarnock, VA**

Regular Meeting Minutes

1. Call to Order:

Mayor Booth called the Regular Meeting to order at 7:00 pm with the following Councilmembers present:

Raymond Booth, Mayor	Randy Moubray
William L. Smith, Vice-Mayor	Rebecca Nunn
Shawn Donahue	John A. Smith
Paul S. Jones	

Staff Present:

Tom Saunders, Town Mgr.
Susan Cockrell, Asst. Town Mgr.
Paul C. Stamm, Jr., Town Attorney
Jackie Blencowe, Town Clerk
Cindy Balderson, Deputy Clerk
Joan N. Kent, Transcriber
Michael S. Bedell, Chief of Police

Mayor Booth welcomed Kilmarnock residents, business owners, and guests. Mayor Booth led the recital of the Pledge of Allegiance.

2. Acceptance and Approval of Agenda

ACTION: Councilmember Donahue made a motion to accept the agenda for the December 20, 2010 Regular Town Council meeting as presented, seconded by Councilmember Smith; and carried unanimously.

3. Minutes: Approve, Correct, or Amend the Minutes of the Regular Town Council Meeting held November 15, 2010.

Councilmember Nunn advised that there was a grammatical error on page 3 where it stated "Mr. Simmons added that the fire department was very fortunate to have a dedicated core of junior fire department members, many of which he felt

December 20, 2010

would be future leaders of the community". Mrs. Nunn said that the word "whom" should have been used instead of the word "which".

Councilmember Donahue commented that Mr. Simmons might have said the word "which" instead of the word "whom".

Mayor Booth stated that he was not sure if it was always okay to change the minutes to include appropriate English.

Councilmember Nunn asked if it was a quote.

Town Manager Saunders stated that staff would review the tape and make any applicable changes.

Councilmember Nunn said that if it was a direct quote then it was fine.

Councilmember Donahue replied that some of us don't have good English. Mr. Donahue followed up by saying that we try but we just don't.

ACTION: Councilmember Moubray made a motion to approve the November 15, 2010 Regular Town Council Meeting Minutes as presented, seconded by Councilmember Smith; and carried unanimously.

4. Public Comments and Presentations:

A. Public Forum

Mayor Booth invited members of the audience to address Council with any issues or concerns that were not scheduled for public hearing or discussion on the agenda. Mayor Booth asked that comments be limited to 3 minutes per person.

There were no public comments made.

B. Planning Commission Report: Councilmember Smith, Liaison

Councilmember Smith stated that he did not attend the Planning Commission meeting due to illness.

Town Attorney Stamm advised that he did attend the meeting and gave a brief summary. Mr. Stamm said that Planning Commission Members divided chapters of the Comprehensive Plan among themselves for review and suggested changes. Mr. Stamm stated that Zoning Admin/Planning Director Sebra would be overseeing the revision of the Comprehensive Plan.

December 20, 2010

5. Public Hearing

There were no public hearings scheduled.

6. Committee Reports

Mayor Booth stated that in regards to the committee reports, it was his understanding that the tradition at the December Council meetings was to waive the reports with the exception of action items in order to shorten the meeting in light of the holidays. Mayor Booth said that he would continue with that tradition.

A. Water/Sewer Committee: Councilmember Smith, Chair

1) Report from December 17, 2010 Meeting.

A copy of the Committee meeting notes was included in each Councilmember's packet.

2) Committee Recommendations to Council.

There were no recommendations to Council.

B. Streets/Sidewalks/Playground Committee: Councilmember Donahue, Chair

1) Report from December 2, 2010 Meeting

A copy of the Committee meeting notes was included in each Councilmember's packet.

2) Committee Recommendations to Council

a. Recommend that the winners of the Kilmarnock Christmas Lighting Contest be formally announced.

The honor of announcing the winners was given to Mayor Booth.

Residential

1st Place - Mrs. Eleanor Trusch at 9 Heatherfield Court

2nd Place - Mr. and Mrs. John Montgomery at 430 Keith Avenue

3rd Place - Mrs. Gloria Jones at 54 Claybrook Avenue

December 20, 2010

Honorable Mention - Mrs. Fanny Clingan at 326 Irvington Road

Honorable Mention - Mr. and Mrs. James Luck at 94 Eubank Drive

Commercial

1st Place - Dunn-Rite Auto Sales and Randy's Dunn-Rite Auto at 405 North Main Street.

2nd Place - Carousel Physical Therapy at 500 Irvington Road

3rd Place - The Learning Center at 217 South Main Street

Mayor Booth thanked everyone who participated in making the Town beautiful during the Christmas season. Mayor Booth stated that the winners received a certificate from the Town Manager as well as a sign for their front yards. Mayor Booth also thanked Assistant Town Manager, Susan Cockrell, for her hard work in regards to overseeing the contest.

b. Recommend the approval of Kilmarnock Beautification Plan Committee

Assistant Town Manager Cockrell stated that in November the Streets Committee authorized a subcommittee of volunteer citizens to work on a design and maintenance plan for the Steptoe's area. Ms. Cockrell advised that there were currently eight volunteers including her. Ms. Cockrell asked Council to approve the appointment of Ms. Jackie Brown, Ms. Carolyn Delano, Ms. Mary Ellis, Ms. Edie Jett, Ms. Jean LeBaron, Mr. Bill Pyszka, Mr. Gordon Sheridan, and Ms. Ann Towner to the Kilmarnock Beautification Plan Committee.

ACTION: Councilmember Nunn made a motion to approve the Kilmarnock Beautification Plan Committee as recommended, seconded by Councilmember Donahue; and carried unanimously.

C. Police/Public Safety Committee: Councilmember Donahue, Chair

1) Report from December 10, 2010 Meeting.

A copy of the Committee meeting notes and the monthly police report was included in each Councilmember's packet.

Councilmember Donahue commented that Chief Bedell continued to do a phenomenal job and thanked him.

2) Committee Recommendations to Council

There were no recommendations to Council.

D. Emergency Preparedness Committee: Councilmember Moubray
Chair

1) Report from December 13, 2010 Meeting.

A copy of the Committee meeting notes was included in each Councilmember's packet.

2) Recommendations to Council

There were no recommendations to Council.

E. Economic Development Committee: Vice-Mayor Smith, Chair

1) Report from December 14, 2010 meeting

A copy of the Committee meeting notes was included in each Councilmember's packet.

2) Recommendation to Council

Recommend that Council confirm nominees to the Mayor's Economic Development Initiative.

Vice-Mayor Smith advised that the Economic Development Committee was recommending that the following individuals be appointed to the Economic Development Initiative:

Mr. Tim Booth, Mr. Joe Hudnall, Mr. David Cheek, Mr. Steve Bonner, Mr. Shawn Donahue, Mr. Jackie Barrack, Mr. Bill Blocher, Ms. Amy Groh, and Ms. Lindsay Gardner.

ACTION: Councilmember Donahue made a motion to confirm the appointment of the recommended individuals to the Mayor's Economic Development Initiative, seconded by Councilmember Moubray; and carried unanimously.

F. Town Centre Committee: Councilmember Smith, Chair

December 20, 2010

1) Report from December 9, 2010 meeting.

A copy of the Committee meeting notes was included in each Councilmember's packet.

2) Committee Recommendations to Council

Recommend to Council that all plants used in developing the park at Town Centre be native to the area.

Councilmember Nunn reported that she had a person who was interested in donating a tree to the park and noted that the tree chosen by this individual was native to the area. Mrs. Nunn said that the Committee felt it would be neat if all of the plants used at the park were native to the area. Mrs. Nunn stated that the Committee felt that this would make the park a place where people would want to come as well as help economic development. Mrs. Nunn stated that the Town Centre Committee had provided the Town Manager with a list of names of the people that they would like to have appointed to serve on the Park Advisory Committee.

ACTION: Councilmember Nunn made a motion that the new park at Town Centre be developed using only plants native to the area,

Councilmember Donahue stated that he would like to add to Councilmember Nunn's motion.

Town Attorney Stamm advised Councilmember Donahue that he could make an addendum to the motion if permitted by Councilmember Nunn.

Councilmember Nunn stated that she would hear Mr. Donahue's addendum.

Town Attorney Stamm advised that a second to the motion was required in order to get it on the floor.

Mayor Booth asked if there was a second to Councilmember Nunn's motion.

The motion was seconded by Councilmember Moubray.

DISCUSSION:

Councilmember Donahue stated that he felt that the term "native plants" needed to be more defined. Mr. Donahue advised that the State of Virginia was divided into four plant regions and this area was considered to be the Coastal

December 20, 2010

Plain Region. Mr. Donahue said that there was a specific list of Coastal Plain plants that would have to be adhered to rather than the Town's interpretation of what plants should be planted.

Councilmember Nunn replied that was the reason for establishing the committee. Mrs. Nunn said that Paula Boundy was very knowledgeable regarding native plants in this area.

Councilmember Donahue said that by using the Coastal Plain description the Town would be restricting a lot of annuals and perennials and, therefore, there would not be an abundance of flowering plants in the park. Mr. Donahue stated that the Coastal Plain description should only apply to the trees in the park and not the annuals and perennials.

Mayor Booth commented that it was going to be very hard to develop the park with trees and shrubs that were a hundred percent native.

Councilmember Nunn advised that Paula Boundy had three acres of all native trees, shrubs, and flowering plants.

Councilmember Donahue said that the definition was clearly defined and would have to be adhered to rather than having an individual determine what they thought to be native.

Councilmember Nunn said that she would amend her motion to say "Coastal Plain native plants" but felt that things were getting too involved with the mention of annuals and perennials. Mrs. Nunn said that she would like to have a "native plant park" and if other plants were introduced that were not native to the area then it would not be a "native plant park". Mrs. Nunn said that it had to be one or the other.

Councilmember Donahue stated that he felt it was important to have a variety of flowering plants.

Mayor Booth asked that the motion on the floor be restated.

ACTION: Councilmember Nunn restated the motion to have a "native plant park" at Town Centre consisting of Coastal Plain plants, trees, and shrubs, seconded by Councilmember Moubray; and carried with a 5 to 1 vote in favor of. (Councilmember Donahue opposed)

G. Administration/Finance Committee: Vice-Mayor Smith

1) Report from December 3, 2010 meeting.

December 20, 2010

A copy of the Committee meeting notes was included in each Councilmember's packet.

2) Committee Recommendations to Council

a. Recommend that Council approve the disbursements from November 16, 2010 to December 20, 2010.

ACTION: Councilmember Moubray made a motion to approve the disbursements from November 16, 2010 to December 20, 2010 as presented, seconded by Councilmember Nunn; and carried unanimously.

b. Recommend that Council approve the resolution in support of keeping the four lower counties of the Northern Neck in the same legislative district.

ACTION: Councilmember Nunn made a motion to approve the resolution in support of keeping the four lower counties of the Northern Neck in the same legislative district, seconded by Vice-Mayor Smith; and carried unanimously.

c. Recommend that Council approve the \$20,000 donation to KVFD for roof replacement.

Vice-Mayor Smith stated that during the last meeting, Council had heard a request from the Kilmarnock Volunteer Fire Department for additional funding for generator needs and roof repair. Mr. Smith advised that on Sunday, November 27th, the Admin/Finance Committee along with the Mayor met with fire department members and Ms. Thomasson of the Rappahannock Record to get a tour of the facility and assess their needs. Mr. Smith said that during their visit they saw that several ceiling tiles had fallen leaving visible holes in the roof making it evident that there was definitely a financial need. Mr. Smith stated that he requested that the fire department supply him with copies of their tax returns so that the Committee could review their financial status. Mr. Smith advised that the tax returns were made available to all Committee members but they did not feel it was necessary to review them and they were returned to the fire department. Mr. Smith stated that the action item was a financial request made by the Committee after much consideration. Mr. Smith said that in addition to the financial aspect, the Town has offered its assistance through the Assistant Town Manager regarding the application for grants for equipment and fire trucks in the future. Mr. Smith advised the Admin/Finance Committee was recommending that the Town transfer \$20,000 out of reserve funds to go towards the fire department's roof repair

December 20, 2010

expense. Mr. Smith stated that it was a one-time request that would be restricted to roof repair only. Mr. Smith said that he was provided with an estimate from Clarke's Roofing for the actual roof repair which was \$23,000 plus a \$17,000 fee for asbestos removal bringing the total to \$40,000. Mr. Smith finalized by saying that the Admin/Finance Committee was recommending that the Town show partnership by providing half the funding in the amount of \$20,000.

Councilmember Nunn advised that she was sure that everyone was in agreement that the Kilmarnock Volunteer Fire Department did a fantastic job and was very thankful for their existence. Mrs. Nunn said that she realized that the firemen were citizens of the Town and were an extremely dedicated group of individuals. Mrs. Nunn stated that Council was extremely appreciative of their volunteerism, the hours they spent saving lives and property, and was also grateful to their wives and children who sometimes had to eat meals without daddy because he was fighting a fire. With that said, Mrs. Nunn advised the "Fund a Roof" letter in last week's paper asking the Town to donate \$40,000 to the Kilmarnock Volunteer Fire Department to repair or replace their roof mentioned the Town's reserve fund. Mrs. Nunn continued by saying that what the letter neglected to mention was that the reserve fund was made up of Kilmarnock taxpayers' money and a large portion of it each year was transferred to the water/sewer fund because the water/sewer payments collected each month did not cover the water/sewer expenses of the Town. Mrs. Nunn said that Councilmembers had a fiduciary responsibility to the citizens and she did not feel that they could take taxpayer money and give it to a volunteer organization. Mrs. Nunn felt that if the Council voted to fund the roof then other volunteer and charitable organizations within the Town would expect equal donations. Mrs. Nunn also felt that volunteer organizations should derive their funds from individuals and not from taxpayers' money. Mrs. Nunn advised that the money in the reserve fund did not belong to Council it belonged to the citizens of the Town of Kilmarnock. Mrs. Nunn said that it was not theirs to donate and there was no provision in Kilmarnock's Town Charter for donations to volunteer and/or charitable organizations. Mrs. Nunn stated she just wanted to stress that this was taxpayer money and not the Town's money to do with as they pleased. Mrs. Nunn said that she believed the fire department building was built circa 1975 and if the roof was a thirty or forty year roof obviously it was time for it to be replaced. Mrs. Nunn said she wondered if the fire department had set aside for such things in their reserve fund. Mrs. Nunn stated that the biggest issue was approximately 40 percent of the area that KFVD covered was in Northumberland County which provided no money for these services. Mrs. Nunn said that since the Lancaster County Board of Supervisors donated \$70,000 per year to KVFD she felt that the Northumberland County Board of Supervisors should come forward with \$30,000, which was 40 percent, because at the moment they were providing nothing for the services that the fire department provided. Mrs. Nunn advised that if they did not wish to contribute then the fire department should cut its services off at the Town line. Mrs. Nunn said that it was her understanding that KVFD had never asked Northumberland for yearly funding and in her opinion this was the place that they

December 20, 2010

should go immediately for funding the roof. Mrs. Nunn stated that many volunteer fire departments charged for their services which was a suggestion that she was making to this department. Mrs. Nunn estimated that if the fire department charged \$100 for each call and \$50 for equipment use per hour it would have brought in approximately \$22,500 last year based on 150 calls lasting a minimum of three hours. Mrs. Nunn said that additionally if persons calling the fire department received a bill she believed there would be fewer calls because currently she thought some of the calls being made to the department for their services were not necessary. Mrs. Nunn stated that she understood the fire department's desire for the most up-to-date equipment and that they had a five-year plan for replacing fire trucks but asked if a truck went out on approximately 150 calls per year what the mileage was on those trucks. Mrs. Nunn said that if a truck averaged 5,000 miles a year was it necessary to purchase a new truck every five years. Mrs. Nunn stated that she knew they had one truck that was 30 years old but noted that it might only have 150,000 miles on the odometer. Mrs. Nunn advised that most volunteer organizations were leery of accepting money from governmental entities because then those entities donating the money could and should have some say in what the volunteer organization provided. Mrs. Nunn said that she did not believe that Council was going to do that but certainly knew that the fire department would not want Council dictating what they should provide. Mrs. Nunn advised that one thing that bothered her was that the "Fund a Roof" letter was written by a fire department member who asked others to sign the pre-written letter but they refused. Mrs. Nunn said that the gentleman who did put his name to the letter did not live within the Town limits. Mrs. Nunn said that since the signer of the letter did not pay town taxes she did not feel that he was in a position to suggest to those who do that they should fund the roof. Mrs. Nunn finalized by saying that if Council should vote to fund all of the roof or any portion of it she would like for the amount to be in the form of a loan rather than a grant or gift because she felt it would be setting a precedent for others.

Councilmember John Smith stated that for 80 plus years the Kilmarnock Volunteer Fire Department had been helping the community. Mr. Smith said that every time the Town needed the fire department for a fire or accident they were there. Mr. Smith said that the time had come for the Town to step up and help them.

Vice-Mayor Smith advised that he did not view this as a donation but actually saw it as an investment in services that the Town took advantage of.

Councilmember Jones asked the Town Attorney if he was to abstain from voting since he was a member of the fire department.

Councilmember John Smith stated that he had contacted VML whose first question was whether or not he made over \$10,000 a year with

December 20, 2010

the Kilmarnock Fire Department. Mr. Smith said he replied that it was a volunteer organization and was told that he could vote.

Town Attorney Stamm advised that he was in concurrence with VML's opinion.

Mayor Booth advised that he thought the most essential responsibility for town government was providing for public safety. Mr. Booth said that the services provided by the fire department were the most fundamental function of public service. Mr. Booth stated that he thought the fact that the volunteer fire department had existed throughout the life of the incorporated town and what it had provided for the community may in retrospect have been taken for granted. Mayor Booth advised that the fire department had removed a tremendous financial burden from local government. Mr. Booth said that if the Town had to get into the fire department business it would cost millions of dollars which this Town could not afford. Mayor Booth stated that he believed the local fire department had been victimized like many individuals and businesses have been in these bad economic times. Mr. Booth agreed with Vice-Mayor Smith when he said that this was an investment in the community. Mayor Booth said that he had spoken with approximately 40 to 50 citizens of Kilmarnock who supported this and felt that it was legitimate and said that if their house caught on fire they wanted someone to put it out. Mr. Booth stated that the citizens of the community felt a whole lot better about spending money to support the fire department than they did funding some unnecessary study with a consultant. Mayor Booth said that instead of criticizing the fire department as some have he felt that they needed to recognize them as the first responders and local heroes that they are. Mr. Booth advised that the existence of the fire department had removed a tremendous financial burden from the Town for 80 years and he agreed with Councilmember Smith that the time had come for the Town to step up. Mayor Booth stated for the record that he supported full funding of the roof at a cost of \$40,000 and, in regards to the generator, commented that there had been something worked out where a used generator would be provided to meet their needs.

Councilmember Nunn asked Kilmarnock Volunteer Fire Department President, Tom Jones, if they had considered charging for their services.

Mr. Jones said that if the fire department started charging for calls then it would severely hurt their fund raising efforts as far as donations or support for the annual carnival.

Councilmember Nunn said that she just thought that it might cut down on the unnecessary calls.

Mr. Jones replied to Councilmember Nunn that he felt there were aspects involving what the fire department did that she was not aware of.

December 20, 2010

Councilmember Nunn assured Mr. Jones that she was in full support of the fire department but was concerned about the taxpayers' money.

Mr. Jones said that the issue regarding taxpayers' money was like comparing apples to oranges as far as he could see because of what it would cost if they had to put a paid fire department in the county. Neither the Town nor the County Board of Supervisors would want to fork out the money to do this Mr. Jones added. Mr. Jones stated that what they were asking the Town to do as opposed to the fire department folding their tent and going home was pale in comparison. Mr. Jones advised that the fire department had a reserve account like most businesses do but said that most of their reserve went towards purchasing new fire trucks. Mr. Jones stated that the last fire truck they replaced was a 1969 brush truck because they could not get the parts for it any longer and added that to replace any truck would cost in the neighborhood of \$300,000 to \$500,000. Mr. Jones said that the reason they do not approach Northumberland County for funding was because they try to maintain a good working relationship with Fairfields Fire Department.

Councilmember Nunn asked Mr. Jones if he thought Northumberland County would cut Fairfields' funding if they had to give to Kilmarnock.

Mr. Jones replied that he just did not know. Mr. Jones said that they all try to work together and assist one another. Mr. Jones advised that just one pager for a fire department member costs the department \$500 and one set of turnout gear for a member costs roughly \$2,300.

Mayor Booth said that he did not feel that it was unrealistic for the fire department to go to Northumberland and ask for funding because they did extend services there. Mr. Booth challenged the Council to realize that the Town of Kilmarnock could not afford to get into the fire department business because it would deplete most of the Town's reserves; therefore, it was important that the Town partner with the local volunteer fire department. Mayor Booth stated that the fire department needed to be provided for in each yearly budget and that Council needed to realize that this was an ongoing partnership so that the fire department could continue to provide the services that they did.

Town Manager Saunders reported that he spoke with Treasurer, Judy Stevens, and asked her to provide him with the assessed value of all of the buildings within the Town which totaled 172 million dollars not including churches and non-profits. Mr. Saunders said that he had not done the math of what the fire department saved the Town property owners on fire insurance per year but noted that it was significant. Mr. Saunders stated that a homeowner saved an average of \$300 per year based on the fact that the fire department was in close proximity and the Town had fire hydrants available.

December 20, 2010

Town Attorney Stamm added that it was very apparent that the citizens of the Town saved more in insurance premiums because of the fire department and the Town's water system than they paid in Town real estate taxes.

Councilmember Nunn asked if the budget had to be altered in order to give the fire department the \$20,000.

Town Attorney Stamm said it did not have to be altered because the funds would come out of the reserve account.

Mayor Booth said that even if the Town gave the fire department the whole \$40,000 he estimated that it would cost each resident approximately \$30; however, the savings on insurance would far exceed the cost of taxpayer dollars that would fund the entire project.

ACTION: Councilmember Nunn made a motion to allot Kilmarnock Volunteer Fire Department the amount of \$40,000 from the Town's Reserve Fund for roof replacement and repair, seconded by Councilmember Smith; and carried with a 4 to 2 vote in favor of. (Councilmember Donahue and Vice-Mayor Smith were opposed)

6. Administrative Comments and Reports: Town Manager Saunders

A. CDBG Progress Report

Mr. Saunders stated that the project continued to make progress with additional homes undergoing rehabilitation each month. Mr. Saunders said that the largest unsafe structure in that area had been demolished.

B. Council Work Session

Town Manager Saunders advised that the work session involving Robinson, Farmer, Cox, & Associates had been set for January 15th at 8:30 AM. Mr. Saunders stated that Mr. Steve Jacobs would be present to discuss the Town's financial status, trends and capital reserve for the future.

C. Kilmarnock Christmas Parade

Town Manager Saunders thanked everyone for their involvement in the Kilmarnock Christmas Parade especially Mr. Carroll Lee Ashburn and members of the Chamber of Commerce who actually put the parade on. Mr.

December 20, 2010

Saunders also thanked Vice-Mayor Smith for his involvement as well as Chief Bedell and local law enforcement.

D. Resolution

Town Manager Saunders advised that each Councilmember had been provided with a copy of a resolution authorizing him to enter into contract with John C. Hutt, Jr., P.C. for collection of the Town's delinquent real estate taxes. Mr. Saunders said that Mr. Hutt had never lost a case and there would be no cost to the Town.

Town Attorney Stamm advised that he knew Mr. Hutt very well and this was his area of expertise. Mr. Stamm stated that Mr. Hutt was currently collecting delinquent taxes for Lancaster County and, generally speaking, the Town should be collecting delinquent taxes when the county did.

ACTION: Councilmember Moubray made a motion to accept the resolution as presented authorizing Town Manager Saunders to enter into contract with Mr. John C. Hutt, Jr., P. C. to collect delinquent Town real estate taxes, seconded by Councilmember Nunn; and carried unanimously.

8. Old/Unfinished Business

A. Resolution: Final Approval to Changes to the Northern Neck Enterprise Zone.

ACTION: Councilmember Nunn made a motion to accept the resolution regarding the final approval of changes to the Northern Neck Enterprise Zone as presented, seconded by Councilmember Moubray; and carried unanimously.

B. Card Received from Susan Edmonds Whitlow

Mayor Booth stated that it was unfortunate that the Town had lost two great mayors who had passed away recently. Mayor Booth stated that one was Mayor Davis and noted that his son, Ed Jr., was seated in the audience. Mayor Booth advised that the other was Mayor Brainard Edmonds and stated that he had received a card from his daughter, Susan Edmonds Whitlow, thanking Council for the flowers and support. Mayor Booth read the card out loud.

9. New Business

Council Meeting Changes

Town Manager Saunders requested to move the January Council meeting from the third Monday of the month to the fourth Monday due to conflict with Martin Luther King, Jr. holiday. Mr. Saunders advised that he had the same request for February due to a conflict with Presidents Day holiday. Mr. Saunders also stated that the Governor had declared December 23rd a legal holiday but a few members of staff were going to keep the Town Office open while others enjoyed the extra day off.

ACTION: Councilmember Smith made a motion to change the January and February Council meetings from the third Monday of the month to the fourth Monday of the month due to conflicts with holidays, seconded by Councilmember Nunn; and carried unanimously.

10. Council Comments

Mayor Booth wished Deputy Clerk, Cindy Balderson, a Happy Birthday.

11. Adjournment

ACTION: Vice-Mayor Smith made a motion to adjourn, seconded by Councilmember Smith; and carried unanimously.

Mayor Booth wished everyone a Merry Christmas!

Meeting adjourned at 8:00 pm

Prepared by:

Joan N. Kent

Raymond C. Booth, Jr., Mayor

Jacqueline L. Blencowe, Clerk