



TOWN OF KILMARNOCK

Council Committee Notes –Administration/Finance

Date: August 6, 2015 Time: 10:30 AM Location: Town Hall

Town Council Member Attendees:

X = present

Chair: Vice Mayor Rebecca Tebbs Nunn X
Council Member Emerson Gravatt X
Council Member Dr. Curtis H. Smith X
Council Member Michael Sutherland X
Mayor Mae Umphlett (ex-officio) —

Town Staff Attendees:

Town Manager Tom Saunders X
Deputy TM Susan Cockrell X
Planning\Zoning Director Marshall Sebra X

Visitors: Keith Butler, Town Council member

Discussion items:

1. The committee confirmed engaging Robinson Farmer Cox & Assoc. for the Town’s FY15 audit. Town Manager Saunders to initiate the engagement letter. The committee also discussed having RFC conduct an operational financial audit.
2. The committee discussed the rollover of \$150,000 from FY 2015 Sewer capital funds to FY 2016 Sewer capital funds for utility easements, engineering plans and contracting to install sanitary sewers along Main St. & Irvington Rd. area. This would be considered a FY2016 budget supplement and requires approval by the full Council.
3. The committee discussed recommending adoption of new FOIA policy that allows electronic attendance at Council meetings for certain personal/medical reasons. A speaker phone would be installed in the Council chambers to accommodate electronic attendance.
4. The committee was provided an update on LPDA’s work for Town Centre Park engineering/architectural services.
5. The committee received a request from Jason Bellows to join the Lancaster Board of Supervisors in a resolution of support for Dominion Power’s upgrade but renouncing the methodology of crossing the Rappahannock River. Following the discussions, the committee determined to take no actions.
6. The committee discussed parking lot rental negotiations for two private lots off of Cralle Court (behind Rappahannock Record). Following discussions the committee voted not to proceed with negotiations.
7. The committee discussed activities related to 302 Irvington Rd. and the continued lack of corrective action on the owner’s part to address the state of the property. The committee authorized demolition work of the structures as a final action should the Lancaster County building permit be revoked.
8. Town Manager Saunders reported what he learned when he attended the Broadband Advisory Council meeting.
9. Town Council members of all committees are asked to reply to Vice Mayor Nunn regarding any changes to their committee assignments for FY 2016.

FYI:

1. The committee reviewed the mid cycle Accounts Payable report with details.
2. The appointment of Charles Pruett to the BZA is complete with the Court. Next step is the swearing in.
3. The Council Chamber’s HVAC unit has been replaced.
4. Photos of Council members, both individually & as a group, will be scheduled for Sept. 21st prior to the Town Council meeting. See separately published schedule.
5. Kilmarnock will be supplying a holiday ornament for the tree in the Executive Mansion through a contest sponsored with Rappahannock Art League.
6. Fall VML Conference is Oct. 4-6 in Richmond at the Richmond Marriott on Broad Street. Hotel registration cut off is Sept. 11th. Conference registration cut off is Sept. 18, 2015.

Recommendations to Council:

1. **The committee recommends, to the entire Council, a motion approving a \$150,000 budget supplement.**



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- a. **Motion: To approve a \$150,000 budget supplement by moving unused funds from FY 2015 Sewer Capital Expense line item: WWTP Sand Filters to FY 2016 Sewer Capital Expense line item: Sewer line Replacements.**
2. **The committee recommends, to the entire Council, a motion approving a new policy to allow electronic attendance at Town Council meetings (policy document is attached to these minutes).**
 - a. **Motion: To approve a new policy allowing electronic attendance at Town Council meetings as permitted by Virginia Code § 2.2-3708.1.**

Recommended for further study: None

Policy Document:

It is the policy of the Kilmarnock Town Council that individual Council members may participate in meetings of the Council by electronic means as permitted by Virginia Code § 2.2-3708.1. This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

Whenever an individual member wishes to participate from a remote location, the law requires a quorum of Town Council to be physically assembled at the primary or central meeting location, and there must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

When such individual participation is due to an emergency or personal matter, such participation is limited by law to two meetings or 25 percent of the meetings of the public body per member each calendar year, whichever is fewer.

Automatic Approval with Vote if Challenged

Individual participation from a remote location shall be approved unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act. If a member's participation from a remote location is challenged, then Council shall vote whether to allow such participation. If Council votes to disapprove of the member's participation because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.