

August 19, 2013

**KILMARNOCK TOWN COUNCIL
Monday, August 19, 2013
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 C. Booth, Jr., Mayor
Emerson Gravatt, Vice-Mayor
Shawn Donahue
Rebecca T. Nunn

William L. Smith
Howard Straughan
Mae P. Umphlett

Attendance was verified by roll call.

Staff Present:

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

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

2. Acceptance and Approval of Agenda

ACTION: Councilmember Straughan made a motion to accept the August 19, 2013 Town Council meeting agenda as presented, seconded by Councilmember Nunn; and carried unanimously.

3. Approve, Correct, or Amend the Minutes of the July 15, 2013 Regular Town Council Meeting

Councilmember Nunn requested a correction on the spelling of Reverend Ace Oestreich's last name on page 2, second paragraph, sentences 2 and 3.

ACTION: Vice-Mayor Gravatt made a motion to approve the July 15, 2013 Regular Town Council meeting minutes with the correction, seconded by Councilmember Smith; and carried unanimously.

4. Public Comments and Presentations:

Mayor Booth invited members of the public to speak on any matter with the exception of scheduled public hearings and to limit their comments to three minutes per person.

There were no public comments or presentations.

5. Planning Commission Report: Shawn Donahue, Council Liaison

The Planning Commission discussed the revision of Chapter 2 of the Comprehensive Plan. Zoning Administrator/Planning Director Sebra and Planning Commission Member Towner were commended for their efforts. Planning Commission Member Bonner announced that he would not be seeking reappointment after 24 years of service. Planning Commission Member Spivey submitted a letter of resignation due to a new employment opportunity. Two candidates who applied to fill the vacancies were present at the meeting and the Planning Commission was recommending to Council that they be appointed. The Planning Commission changed their meeting date to the second Monday of each month at 6 pm. Their By-laws will be amended to reflect the change.

ACTION: Councilmember Nunn made a motion to draft a Resolution for Planning Commission Members Bonner and Spivey for their years of service, seconded by Councilmember Straughan;

DISCUSSION:

There was discussion regarding presenting the outgoing Planning Commission Members with a plaque. It was argued that Council would be setting a precedence because this was not done for others. It was the general consensus of Council that any person serving on the Planning Commission for three consecutive terms would receive a Resolution and a plaque from here on.

Councilmember Nunn modified her motion to include a plaque for Commission Member Bonner.

Mayor Booth called for the vote which was unanimous.

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6. Committee Reports:

A. Water/Sewer Committee: Councilmember Nunn, Chair

1) Report from August, 2013

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

2) Committee Recommendations to Council

There were no recommendations made to Council.

B. Streets/ Sidewalks/ Playground Committee: Councilmember William L. Smith

1) Report from August, 2013

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

2) Committee Recommendations to Council

There were no recommendations made to Council.

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

1) Report from August, 2013

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

2) Committee Recommendations to Council.

There were no recommendations made to Council.

D. Economic Development Committee: Vice-Mayor Gravatt, Chair

1) Report from August, 2013 meeting.

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

2) Committee Recommendations to Council

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There were no recommendations made to Council.

E. Administration/Finance Committee: Councilmember Straughan, Chair

1) Report from August, 2013 meeting.

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

2) Committee Recommendations to Council

Recommend that Council approve the disbursements from July 16, 2013 to August 19, 2013 totaling \$206,867.67

ACTION: Councilmember Nunn made a motion to approve the disbursements from July, 16 2013 to August 19, 2013 in the amount of \$206,867.67, seconded by Vice-Mayor Gravatt; and carried unanimously.

7. Old Business

There was no discussion under Old Business.

8. New Business

A. Fill vacancy on the Planning Commission created by the resignation of Mr. Les Spivey. This appointment will run through August 2016.

ACTION: Councilmember Nunn made a motion to appoint Poppy Cockrell to serve on the Kilmarnock Planning Commission and fill the vacancy left by Commission Member Spivey which expires August 2016, seconded by Councilmember Umphlett; and carried unanimously.

B. Fill vacancy on the Planning Commission created by the expiration of term for Mr. Steve Bonner. This appointment will run through August 2017.

ACTION: Councilmember Straughan made a motion to appoint Chris Allen to serve on the Kilmarnock Planning Commission and fill the vacancy left by Commission Member Steve Bonner which will expire August

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**2017, seconded by Councilmember Smith;
and carried unanimously.**

9. Comments

A. Public Comments

There were no public comments.

B. Town Attorney- Paul C. Stamm, Jr.

There were no comments made by the Town Attorney.

C. Mayor- Raymond C. Booth, Jr.

There were no comments made by the Mayor.

D. Council

There were no comments made by Council.

E. Town Manager – Tom Saunders

Town Manager Saunders reported that the project on Dogwood and Chase Street was complete. Mr. Saunders congratulated Mr. Allen and Mrs. Cockrell on their appointment to the Kilmarnock Planning Commission. The Town Office will be closed on Monday, September 2nd for Labor Day.

10. Adjournment

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

Meeting adjourned at 7:27 pm

Prepared by:

Joan N. Kent

Raymond C. Booth, Jr., Mayor

Cindy Balderson, Clerk