

December 16, 2013

**KILMARNOCK TOWN COUNCIL
Monday, December 16, 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

Howard Straughan
William L. Smith
Mae P. Umphlett

Staff Present:

Tom Saunders, Town Mgr.
Marshall Sebra, Zoning Administrator/Planning Director
Paul C. Stamm, Jr., Town Attorney
Cindy Balderson, Town Clerk
Joan Kent, Transcriber

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 December 16, 2013 Town Council meeting agenda as presented, seconded by Councilmember Nunn; and carried unanimously.

3. Approve, Correct, or Amend the Minutes of the November 18, 2013 Regular Town Council Meeting.

ACTION: Councilmember Nunn made a motion to accept the November 18, 2013 Regular Town Council Meeting Minutes as presented, seconded by Councilmember Straughan; and carried unanimously.

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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: Councilmember Umphlett, Council Liaison

Councilmember Umphlett reported that the Planning Commission discussed a draft updating Chapter 5 of the Comprehensive Plan and briefly reviewed several items in Chapter 3 during their December meeting.

6. Committee Reports:

A. Water/Sewer Committee: Councilmember Nunn, Chair

1) Report from December, 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 Smith

1) Report from December, 2013 meeting.

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

2) Committee Recommendations to Council

Recommend that Council approve the engineering portion of the sidewalk connection on Main Street from Hatton Avenue to Magnolia.

ACTION: Councilmember Straughan made a motion to approve the engineering portion of the sidewalk connection on Main Street from Hatton Avenue to Magnolia, seconded by Councilmember Nunn; and carried unanimously.

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

1) Report from December, 2013 meeting.

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: Vice-Mayor Gravatt, Chair

1) Report from December, 2013 meeting.

There was no meeting held

2) Committee Recommendations to Council

There were no recommendations made to Council.

E. Administration/Finance Committee: Councilmember Straughan, Chair

1) Report from December, 2013 meeting.

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

There was discussion regarding the issue that three of the Town Committees had tabled a request from a new business known as Northern Neck Burger who wanted to make food deliveries by way of golf cart within the Steptoe's District. Commission Member Donahue felt that the Town should have compassion for the new business and to see if such a request could be made possible. Vice-Mayor Gravatt agreed. Councilmember Nunn was concerned about the responsibility that the Town would have to absorb regarding signage, enforcement, and liabilities. Councilmember Smith was under the impression that the matter was tabled for further discussion during next month's Committee meetings.

2) Committee Recommendations to Council

a. Recommend that Council approve the disbursements from November 19, 2013 through December 16, 2013 totaling \$168,119.48.

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ACTION: Councilmember Nunn made a motion to approve the disbursements from November 19, 2013 to December 16, 2013 in the amount of \$168,119.48, seconded by Councilmember Straughan; and carried unanimously.

7. Old Business

Council discussed giving employees a gift certificate verses having a holiday party. It was the general consensus of Council to give full time Town employees a gift certificate in the amount of \$100 and each part time employee a gift certificate in the amount of \$50. It was also decided that the gift would be a cash card so not to show preferential treatment to any one business in Town.

ACTION: Councilmember Nunn made a motion to give each full time Town employee a \$100 cash card and each part time Town employee a \$50 cash card as a gift, seconded by Councilmember Straughan; and carried unanimously.

8. New Business

Mayor Booth announced the 2013 Kilmarnock Holiday Decorating Contest winners which were as follows:

Commercial Category

Honorable Mention:

Weekends, 125 South Main Street
Stoptoe's Store, 49 South Main Street

3rd Place: Coldwell Banker Real Estate, 276 North Main Street

2nd Place: Carousel Physical Therapy, 500 Irvington Road

1st Place: Dunn-rite Auto Sales, 405 North Main Street

Residential Category

Honorable Mention:

Mr. and Mrs. Steve Ghiselin, 458 Keith Avenue
Mr. and Mrs. Ryan Gordon, 51 Claybrook Avenue

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Mr. and Mrs. Johnny Smith, 41 Roseneath Avenue

3rd Place: Mrs. Gloria Jones, 54 Claybrook Avenue

2nd Place: Mrs. Fanny Clingan, 326 Irvington Road

1st Place: Pacheco Family, 94 Eubank Street

9. Comments

A. Public Comment

Steve Bonner stated that he felt that the Town should uphold a recommendation made by the Planning Commission to continue the sidewalk down Waverly Avenue to the carnival grounds because as of now, it was posing a dangerous situation for pedestrians. Mr. Bonner also stated that the Planning Commission had asked for sidewalk continuation by New Horizons on School Street.

Council Member Nunn advised Mr. Bonner that those areas were on the short list and the Waverly Avenue sidewalk continuation was number 5 on that list.

Mr. Bonner stated that he was seeking information from the Town Manager regarding expenses incurred by Councilmembers who attended the VML Conference in Williamsburg, VA in 2012.

Councilmember Nunn stated that it was the obligation of Councilmembers to attend the conference to learn how to better govern the Town of Kilmarnock.

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

There were no comments made by the Town Attorney.

C. Mayor- Raymond C. Booth, Jr.

Mayor Booth offered his condolences to Councilmember Donahue and Councilmember Smith who had both recently lost their mothers.

D. Council

There were no comments made by Councilmembers.

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E. Town Manager – Tom Saunders

Town Manager Saunders thanked everyone who participated in the Town's holiday activities, including the parade and lighting contest. Mr. Saunders recognized Assistant Town Manager Susan Cockrell and her attributes to both. Mr. Saunders also recognized Town Treasurer Judy Stevens and office staff for smoothly handling the tax collections. Mr. Saunders noted that former employee Frances Stoughton had recently retired and had a knee replacement. She also had some complications due to other health issues. Mr. Saunders announced that P.J. Jones had recently acquired his Category II Wastewater Treatment Plant Operator license. Mr. Saunders asked for a formal motion to move the January and February Council meetings to the last Monday of each month which would be January 27th and February 24th due to holidays falling on the third Mondays.

ACTION: Councilmember Straughan made a motion to hold the January Town Council meeting on January 27, 2014 and the February Town Council meeting on February 24, 2014, seconded by Vice-Mayor Gravatt; and carried unanimously.

10. Adjournment

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

Meeting adjourned at 7:42 pm

Prepared by:

Joan N. Kent

Raymond C Booth, Jr., Mayor

Cindy Balderson, Clerk