

January 27, 2014

**KILMARNOCK TOWN COUNCIL
Monday, January 27, 2014
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
Mae P. Umphlett

Members Absent:

Howard Straughan

Staff Present:

Tom Saunders, Town Mgr.
Susan Cockrell, Deputy Town Mgr.
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 Nunn made a motion to accept the January 27, 2014 Town Council meeting agenda as presented, seconded by Councilmember Smith; and carried unanimously.

3. Approve, Correct, or Amend the Minutes of the December 16, 2013 Regular Town Council Meeting.

ACTION: Councilmember Nunn made a motion to accept the December 16, 2013 Regular Town Council Meeting Minutes as presented, seconded by Councilmember Umphlett; 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.

Mayor Booth read a letter that was submitted to Council from Mr. Steve Bonner who asked that they consider trying to restrict truck traffic on Cralle Court before it was turned back into a one-way street.

5. Planning Commission Report: Councilmember Umphlett, Council Liaison

Councilmember Umphlett reported that the Planning Commission continued their discussion on Chapter 3 of the Comprehensive Plan. Mrs. Umphlett advised that a public hearing was scheduled for March 10th, 2014 for the final draft. Commission Member Allen was attending the Certified Planning Commissioner's Program in Blacksburg, VA.

6. Committee Reports:

A. Water/Sewer Committee: Councilmember Nunn, Chair

- 1) Report from January, 2014 given by Councilmember Umphlett.

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 January, 2014 meeting.

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

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2) Committee Recommendations to Council

Recommend that Council return Cralle Court to a one-way street as it was three years ago with proper signage.

ACTION: Councilmember Smith made a motion to return Cralle Court to a one-way street to be entered only from Main Street and encompass the area to Pietryck building as it was three years ago with proper signage, seconded by Councilmember Nunn;

DISCUSSION:

Vice-Mayor Gravatt and Councilmember Donahue thought that Mr. Bonner's suggestion to stop truck traffic should be given a try prior to returning Cralle Court to a one-way street and wanted the issue tabled. Councilmember Smith did not withdraw his motion.

Mayor Booth called for the vote which was 3 to 2 in favor of. (Vice-Mayor Gravatt and Councilmember Donahue opposed)

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

There was no meeting held.

D. Economic Development: Vice-Mayor Gravatt, Chair

1) Report from January, 2014 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.

E. Administration/Finance Committee: Councilmember Straughan, Chair

1) Report from January, 2014 meeting.

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

2) Committee Recommendations to Council

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Recommend that Council approve the disbursements from December 17, 2013 through January 27, 2014 totaling \$262,478.10.

ACTION: Councilmember Nunn made a motion to approve the disbursements from December 17, 2013 to January 27, 2014 in the amount of \$262,478.10, seconded by Councilmember Smith;

DISCUSSION:

There was general discussion regarding the Town's audit which Councilmember Donahue described as being phenomenal. However, Mr. Donahue noted his concern that between 2008 and 2013 expenses increased by 14.6% and revenue decreased by 7%. Mayor Booth questioned if the \$300,000 in surplus was before or after Capital Improvement spending. Councilmember Nunn advised that the Town had \$3.8 million after the purchase of the Town Hall. Mayor Booth felt Councilmember Nunn was clouding the issue between surplus and reserves. Councilmember Smith advised that one number could not just be pulled out of the air and that everyone had to look at the total picture. In his estimation, the Town had approximately \$400,000 profit in 2013 but could not say if that included Capital Improvement expenditures. Councilmember Smith stated that he would check into this and report back to Council. Other discussion was concerning a software glitch that created a water billing error in June 2013.

Mayor Booth called for the vote which was unanimous.

7. Old Business

There was no discussion under Old Business.

8. New Business

There was no discussion under New Business.

9. Comments

A. Public Comment

There were no public comments.

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

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There were no comments made by the Town Attorney.

C. Mayor- Raymond C. Booth, Jr.

There were no Mayoral comments.

D. Council

Vice-Mayor Gravatt stated for the record that there was an error in the FOIA information released to Mr. Steve Bonner regarding the expense of each Councilmember at the VML Conference and that the Town did not pay for his and Mr. Stamm's golf game which was cancelled anyway. Councilmember Nunn advised that her expenses were \$30 more than any other Councilmember's because she was diabetic and could not eat the free Continental Breakfast and therefore had to purchase food other than what was being offered.

Councilmember Smith advised that he had looked over the audit and it appeared that the CIP revenue for 2013 was \$175,837.00 and the expenses \$156,000.00.

E. Town Manager – Tom Saunders

Town Manager Saunders reported that former Town Clerk Jackie Blencowe was in MCV. Mr. Saunders said that he was unable to organize with the Kilmarnock Volunteer Fire Department to be present and receive their annual tags during this meeting but would do so.

10. Adjournment

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

Meeting adjourned at 7:49 pm

Prepared by:

Joan N. Kent

Raymond C Booth, Jr., Mayor

Cindy Balderson, Clerk