

March 21, 2016

**KILMARNOCK TOWN COUNCIL
Monday March 21, 2016
Town Hall
Kilmarnock, VA**

Regular Meeting Minutes

1. Call to Order:

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

Mae P. Umphlett, Mayor
Rebecca T. Nunn, Vice-Mayor
Mr. Keith Butler
Mrs. Betsy Crowther

Mr. Emerson Gravatt
Dr. Curtis H. Smith
Capt. Michael Sutherland

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

2. Acceptance and Approval of the Agenda

ACTION: Vice-Mayor Nunn made a motion to accept the March 21, 2016 Town Council meeting agenda as presented, seconded by Councilmember Gravatt; and carried unanimously.

3. Approve, Correct, or Amend the Minutes of the February 22, 2016 Town Council Meeting

ACTION: Vice-Mayor Nunn made a motion to approve the February 22, 2016 Town Council meeting minutes as presented, seconded by Councilmember Crowther; and carried unanimously.

4. Public Comments and Presentations:

Mayor Umphlett 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.

Executive Director Anne Paparella and President Dennis Burchill with the Lancaster by the Bay Chamber of Commerce addressed Council about an upcoming fundraising event called “Rhythm, Blues, and BBQs” that would be held on June 25, 2016 at the Kilmarnock Carnival Grounds from 3 to 8 pm. Ms. Paparella thanked Council for supporting the chamber of commerce.

5. Public Hearing:

The purpose of the hearing was to solicit public input on a proposed ordinance regulating the discharge of firearms within the Town limits.

A. Staff Report:

Town Manager Saunders read the proposed ordinance in its entirety.

B. Mayor Umphlett opened the public hearing and asked for public comments.

C. Public Comments:

Mr. Ed Davis with the Kilmarnock Volunteer Fire Department asked Council if the ordinance would interfere with their future fundraisers such as clay shooting events, turkey shoots, and pistol matches.

Town Attorney Stamm advised Mr. Davis that the ordinance would not interfere with their plans and that they would only have to obtain a permit and inform the Police Chief when an event was going to be held.

D. Mayor Umphlett closed the public hearing.

E. Mayor Umphlett asked for Council discussion and/or action.

ACTION: Councilmember Gravatt made a motion to adopt the Discharge of Firearms Ordinance as presented, seconded by Vice-Mayor Nunn; and carried unanimously.

6. Planning Commission Report: Councilmember Smith, Liaison

Councilmember Smith reported that the Planning Commission discussed the suggested changes made by Council to the proposed guidelines for vendors within the Steptoe's District Overlay. The changes to the guidelines were made and the corrected document was forwarded back to Council. An amended copy was included in each Councilmember's packet.

Vice-Mayor Nunn complimented the Planning Commission on a job well-done.

Town Manager Saunders stated that the guidelines would be used as the Town's operating procedure.

7. Committee Reports:

A. Police/Public Safety Committee: Councilmember Gravatt, Chair

1) Report from March, 2016 meeting.

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

2) Committee Recommendations to Council

There were no recommendations made to Council.

B. Economic Development Committee: Councilmember Gravatt, Chair

1) Report from, March, 2016 meeting.

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

2) Recommendations made to Council.

There were no recommendations made to Council.

C. Streets/Sidewalks/Playground Committee: Councilmember Butler, Chair

1) Report from March, 2016 meeting.

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

2) Recommendations made to Council

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Recommend that the Town assume long term maintenance and operational responsibility for enhanced signage and lights at the cross walk for St. Francis Catholic Church after the church has purchased and installed them.

Councilmember Gravatt inquired as who would maintain the equipment once it was installed.

Town Manager Saunders advised that a flashing sign notifying traffic of pedestrians crossing would be installed and he felt that Town staff should have control over it.

ACTION: Councilmember Butler made the motion that the Town would assume the long term maintenance and operational responsibility for the enhanced signage and lights at the cross walk for St. Francis Catholic Church once it is purchased and installed by the church, seconded by Councilmember Smith; and carried with 4 votes in favor of. (Councilmember Nunn and Councilmember Sutherland abstained)

D. Water and Sewer: Councilmember Sutherland, Chair

1) Report from March, 2016 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 first phase of WWTP upgrade by purchasing scads and process analyzers in the amount of \$18,000 with the 2016 CIP Budget.

ACTION : Councilmember Sutherland made the motion to approve the purchase of scads and process control analyzers for the WWTP in the amount of \$18,000 from the 2016 CIP Budget, seconded by Vice-Mayor Nunn; and carried unanimously.

E. Administration/ Finance Committee: Vice-Mayor Nunn, Chair

1) Report from March, 2016 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

a. Recommend that Council approve the disbursements from February 23, 2016 to March 21, 2016 in the amount of \$113,932.84.

ACTION: Vice-Mayor Nunn made a motion to approve the disbursements from February 23, 2016 to March 21, 2016 in the amount of \$113,932.84, seconded by Councilmember Sutherland; and carried unanimously.

8. Old Business

There was no discussion under old business.

9. New Business

There was no discussion under new business.

10. Comments

A. Public Comments

Mr. Les Spivey from East Church Street in Kilmarnock, VA asked Council to be generous with funding for the Kilmarnock Volunteer Fire Department when planning for the upcoming budget.

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

There were no comments.

C. Mayor- Mae P. Umphlett

There were no comments.

D. Council

There were no comments.

E. Town Manager – Tom Saunders

Town Manager Saunders praised Zoning Administrator/Planning Director Sebra on obtaining the two grants, one from DEQ in the amount of \$147,000 and the other from the National Fish and Wildlife Foundation in the amount of \$200,000 to pay for erosion restoration projects in Town. Mr. Saunders wanted to make everyone aware

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that Tornado Awareness Week was coming up. Mr. Saunders finalized by saying that “River Realm” had finally rolled out and was getting a lot of recognition from around the state.

11. Adjournment

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

Meeting adjourned at 7:40 pm

Prepared by:

Joan N. Kent

Mae P. Umphlett, Mayor

Cindy Balderson, Clerk