

October 21, 2013

**KILMARNOCK TOWN COUNCIL
Monday, October 21, 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
Mae P. Umphlett

Members Absent:

William L. Smith

Staff Present:

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

Town Manager Saunders introduced Ms. Susan Duval as the new Assistant to the Town treasurer.

2. Acceptance and Approval of Agenda

Councilmember Straughan requested to amend the agenda to add the recognition of an employee under New Business.

ACTION: Councilmember Nunn made a motion to amend the October 21, 2013 Town Council meeting agenda to include the recognition of an employee under New Business, seconded

by Vice-Mayor Gravatt; and carried unanimously.

ACTION: Vice-Mayor Gravatt made a motion to accept the October 21, 2013 Town Council meeting agenda as amended, seconded by Councilmember Donahue; and carried unanimously.

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

ACTION: Councilmember Umphlett made a motion to accept the September 16, Regular Town Council meeting minutes as presented, seconded by Councilmember Straughan; 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. Public Hearing:

Request to rezone property on James B. Jones Memorial Highway (tax map # 23-119F) from R-1 to C-2.

A. Description of Rezoning Request – Zoning Adm/Planning Director Sebra

Mr. Sebra advised that a copy of the application submitted by Robert Booth of Booth's Furniture in Kilmarnock was included in each Councilmember's packet along with a map depicting the zoning of properties in the vicinity. Mr. Sebra stated that the purpose for the request was to rezone the subject property from R-1 to C-2 with the intent to build a furniture warehouse. Mr. Sebra said that the public hearing was advertised and that adjacent property owners were notified in accordance with the law. Mr. Sebra stated that it was the Planning Commission's recommendation that Council approve the rezoning request.

B. Mayor Booth opened the public hearing.

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C. Mayor Booth asked for public comments.

There were no public comments.

D. Mayor Booth asked for additional staff comments.

There were no staff comments.

E. Mayor Booth closed the public hearing.

F. Mayor Booth asked for Council discussion and/or action.

ACTION: Councilmember Donahue made the motion to approve the request for property listed as Tax Map # 23-119F to be rezoned from R-1 to C-2, seconded by Councilmember Nunn; and carried unanimously.

6. Planning Commission Report: Shawn Donahue, Council Liaison

There was no meeting held during the month of October, 2013

7. Committee Reports:

A. Water/Sewer Committee: Councilmember Nunn, Chair

1) Report from October, 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 Donahue, Chair

1) Report from October, 2013 meeting.

A copy of the Committee's 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.

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

1) Report from October, 2013 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.

D. Economic Development: Vice-Mayor Gravatt, Chair

1) Report from October, 2013 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.

E. Administration/Finance Committee: Councilmember Straughan, Chair

1) Report from October, 2013 meeting.

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

2) Committee Recommendations to Council

a. Recommend that Council approve the disbursements from September 17, 2013 to October 21, 2013 totaling \$101,307.92

ACTION: Councilmember Straughan made a motion to approve the disbursements from September 17, 2013 to October 21, 2013 in the amount of \$101,307.92 seconded by Councilmember Nunn; and carried unanimously.

b. Recommend that Council appoint Councilmember Umphlett to serve as Council liaison to the Kilmarnock Planning Commission.

ACTION: Councilmember Nunn made the motion to

appoint Councilmember Umphlett to serve as Council Liaison to the Kilmarnock Planning Commission, seconded by Councilmember Straughan; and carried unanimously.

8. Old Business

Councilmember Nunn advised that she, Vice-Mayor Gravatt, Deputy Town Manager Cockrell, and Town Attorney Stamm attended the VML Conference. Ms. Nunn stated that there was an excellent seminar on morals, ethics, and politics. Mrs. Nunn said there was also an economic development seminar which made her feel that Kilmarnock was on track from their description by having the Town Hall in the Historical District right down to having hanging flower baskets along Main Street.

9. New Business

Councilmember Straughan recognized employee Marshall Sebra for remodeling the Town Hall meeting room. Mr. Straughan advised that Mr. Sebra built everything himself at no cost to the Town with the exception of materials. The comments generated a round of applause. Mr. Sebra will be receiving an appreciation plaque for his efforts.

10. Comments

A. Public Comment

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

Councilmember Donahue stated that he thought Susan DuVal would be an asset to the Town.

E. Town Manager – Tom Saunders

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Town Manager Saunders stated that the new microphones were to benefit the audience and to help record the meetings. Mr. Saunders commented that the good work by the Chief and his Police Department resulted in a manslaughter conviction in court. Mr. Saunders commended those Councilmembers who attended the VML Conference. Mr. Saunders finalized by saying that this was a busy time of the year for staff because it began the kick off to the holiday season starting with Halloween.

10. Adjournment

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

Meeting adjourned at 7:38 pm

Prepared by:

Joan N. Kent

Raymond C Booth, Jr., Mayor

Cindy Balderson, Clerk

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