



TOWN OF KILMARNOCK

Council Committee Notes –Admin\Finance

Date: September 2, 2011 **Time:** 8:30 AM **Location:** Town Hall

Town Council Member Attendees: X = present

Town Staff Attendees:

Chair: Vice Mayor William Smith	X
Council Member Denis Bouslough	—
Council Member Shawn Donahue	—
Council Member Paul Jones	X
Mayor Raymond Booth (ex-officio)	X

Town Manager Tom Saunders	X
Asst. TM Susan Cockrell	X
Treasurer Judy Stevens	—

Visitors: Carroll Lee Ashburn, Carol Fletcher, Agnes Lee (Kilmarnock Museum), Council Member Rebecca Tebbs Nunn, Town Attorney Chris Stamm, Audrey Thomasson (Rappahannock Record)

Notes on Discussions:

1. The committee held a closed session for a presentation by Kilmarnock Museum.
2. After a discussion of on videotaping during Town Council meetings, the committee determined that a designated location will be established in the Town Council chambers for the express purpose of videotaping. This will be shared with the public at the beginning of any formal sessions.
3. The committee discussed legal fees incurred by Council.
4. Town Attorney Stamm rendered his opinion that committee and vice mayor assignments are annually made based on the Code of Virginia, the “silence” of the Town’s Charter and historic precedence.
5. Town Attorney Stamm informed the committee as to requirements for special elections in May 2012. The remaining two years of R. Moubray’s term will be filled by a special election in May 2012 along with the normally occurring vacancies. The Town must petition Lancaster County Circuit Court for this special election. The position vacated by J. Smith stands for election in May 2012 for its regular four year term as well.
6. The committee discussed the need to review the charter and town code and have added these topics to their upcoming months’ agendas.
7. Town Attorney Stamm has recommended a formal appointment of the Town Manager position as the Town’s Purchasing Agent as prescribed by the Town Charter.
8. Town Manager Saunders requested a Town Council replacement on the Rehabilitation Advisory Board (part of the Department of Community and Housing Development block grant program along Mary Ball Rd.). Town Council member Rebecca Tebbs Nunn has volunteered to serve.
9. Town Manager Saunders requested the adoption of a Depository Resolution naming two new check signers to replace previous signers no longer on Town Council.
10. Review of Rappahannock Community College’s presence in Kilmarnock: programs, timing, support areas (deferred to Sept.13th @ 4:30 PM in conjunction with Economic Development meeting)

FYI Only:

1. Town Manager Saunders briefed the committee on Hurricane Irene storm response and potential Town Council actions in preparation for future events.

Recommendations to Council: Action item(s):

1. The committee directed staff to create a designated location within the Town Council chambers for the purpose of videotaping.
2. Authorize, by motion, the Town Attorney to file the appropriate petitions requesting a special election in May 2012 to coincide with the standing Town Council elections.
3. Authorize, by motion, the adoption of a Depository Resolution and appoint Rebecca Tebbs Nunn and Shawn Donahue as check signers for Town business.

Recommended for further study: none