

Onley Town Council Minutes of December 4, 2017

VIRGINIA: At a Regular Monthly Meeting of the Onley Town Council held at the Onley Baptist Church, 25501 W. Main Street, on the 4th day of December, A.D., 2017:

Council Members Present: Jack Pierson, Mayor
 Ned Finney, Vice-Mayor
 Ted Bliss
 Dawn Dize
 Matt Hart
 Susan Rillo
 Woody Zember

Staff Present: Jamye Salazar, Town Manager
 John Spivey, Chief of Police
 Rachel Kellam, Town Attorney
 John Pavlik, Zoning Administrator

Call to Order

Mayor Pierson called the meeting to order at 6:30pm.

Invocation & Pledge of Allegiance

The invocation was given by Ted Bliss and the Pledge of Allegiance was led by Woody Zember.

Adoption of Agenda

Motion: To adopt the agenda with the addition by Ned Finney and seconded by Ted Bliss.

Roll Call Vote: Hart-yes; Rillo-yes; Dize-yes; Bliss-yes; Zember-yes; Finney-yes. MOTION PASSED

Consideration of Minutes

Motion: To accept the minutes of the November 6, 2017 Town Council & Planning Commission Joint Public Hearing & Regular Monthly Meeting with by Dawn Dize and seconded by Susan Rillo. Roll Call

Vote: Hart-yes; Rillo-yes; Dize-yes; Bliss-yes; Zember-yes; Finney-yes. MOTION PASSED

Department Reports

Police Report & Schedule

Chief Spivey said that last Saturday, he and Officer Turner assisted SPOTS with the Santa train event and it was a big success and the town was well represented. The personnel matter that everyone was apprised of earlier in the month has been resolved and there are no other issues at this time.

Tom Rakowski from SPOTS asked to speak. He thanked the Town for their contribution and the Police Department for their help. Mayor Pierson thanked them for their work on the project. Mr. Finney said that he spoke with a member of the Tasley Fire Company and they offered to help us with the event next year. Jan Siglin said that they really want to keep it a town event and not have outside participation. Mr. Bliss said that Tasley and Onancock are now part of our town since they are now our fire companies.

Motion: To accept the January 2018 Police Schedule by Susan Rillo and seconded by Ted Bliss. Roll Call

Vote: Hart-yes; Rillo-yes; Dize-yes; Bliss-yes; Zember-yes; Finney-yes. MOTION PASSED

Treasurer's Report

Ms. Salazar gave her report at this time. She noted that some of the numbers will change since the month was not over at the time this report was created for the Council packets.

Motion: To Pay the October 2017 Payables and additional payables by Susan Rillo and seconded by Ted Bliss. Roll Call Vote: Hart-yes; Rillo-yes; Dize-yes; Bliss-yes; Zember-yes; Finney-yes. MOTION PASSED

Public Works & Town Manager's Report

Ms. Salazar said the RFB ad for the well and septic design went out and we will discuss that when it is reached on the agenda. The U.S. flags went up for Veterans Day and several additional ones were added at the request of specific residents. Once the flags were removed, the holiday lights and banners were put in place. There was a small issue with the snowflakes not lighting for a couple of nights but that has been resolved. She stated that a Council Member asked that she confirm with Hall Richardson Insurance that the former OVFD does still have insurance coverage. She did speak with Phil Snyder and Mr. Snyder told her that they do have coverage since they are included within the VFIRS coverage although they (OVFD) are delinquent. He added that he was meeting with Royal Governor that afternoon (11/8) to discuss a payment plan. Ms. Salazar said that Mr. Snyder told her that they do have liability and physical damage coverage on three vehicles, the building and contents. They also have general liability but he wanted to note that general liability covers the outside public – not members. Member coverage has been cancelled. There is also an endorsement on the policy allowing the AMR ambulance service to use the building.

There was a request from two residents to serve on the BZA and Ms. Salazar has researched the process and passed that information along to Ms. Kellam. That will be discussed later on the agenda.

There was a request from a resident to be a sixth member of the Planning Commission. That request has been withdrawn.

The paper road issue has been discussed and Ms. Kellam will give us an update on that.

The server/computer system has been installed at the office. There was some trouble finding an electrician but she was able to find one last minute thanks to Mr. Finney.

The October 2017 meeting minutes will need to be re-done and re-adopted. Ms. Salazar stated that she did not keep the minutes that month but has since been made aware of numerous grammatical errors as well as inaccuracies. She added that the changes and corrections were made but not saved. She suggested that Council allow her to redo the minutes from the recording. Mr. Bliss asked how long that should take. She said that she is unsure since she often has to take them home to get them done.

Lastly, Ms. Salazar said that taxes are coming in at a rapid pace.

Attorney's Report

Ms. Kellam said that she reviewed the Town's Burn Ordinance for discussion later tonight. She reviewed the BZA information that was forwarded to her by Ms. Salazar. She met with Ms. Salazar and Chief Spivey about a personnel matter earlier in the month. Lastly, she reviewed the bank signature resolution process. Mr. Zember asked about the paper road issue. Ms. Kellam said that she believes Howie Wessells, a local attorney, did the research on the matter and she will need to sit down with him to discuss it. She further added that Mr. Wessells does not believe that the road can be removed.

Zoning Administrator's Report

Mr. Pavlik read his report. A copy of the report will be attached to the minutes.

Planning Commission Report

In the absence of Rose Pierson, Mr. Pavlik gave her report. He stated that the Planning Commission continues to review the Town's Zoning Ordinance relating to residential businesses.

At this time, Mayor Pierson asked Vice-Mayor Finney to take over the meeting since he was not feeling well.

Old Business

Mr. Finney said that there are a few changes on the building that Mr. Pavlik came up with. He feels that he along with Mayor Pierson and Mr. Pavlik need to meet with GMB and discuss the changes and report back to the Council.

At this time, Mr. Finney stated that we will open the responses to the RFB for Well and Septic Design. Ms. Kellam and Mr. Pavlik stated that it was advertised properly. Ms. Salazar added that only one response was received on November 20, 2017. She stated that it was received in a timely manner and has remained sealed and locked up until now. The bid was from Bundick Well & Pump located in Painter, Virginia in the amount of \$46,706.00. She read the bid into the minutes. A copy will be attached.

Motion: To accept the proposal from Bundick Well and Pump for the well and septic in the amount of \$46,706.00 by Ted Bliss and seconded by Susan Rillo. Roll Call Vote: Hart-yes; Rillo-yes; Dize-yes; Bliss-yes; Zember-yes; Finney-yes. MOTION PASSED

Mr. Zember proposed that the town install a large Christmas tree somewhere in town. He proposed purchasing one from Food Lion or perhaps having one planted. He did not have a location or anyone to plant it in mind. He asked for Council's suggestions. Council decided that it is too late to have a tree this year and suggested that it be a discussion item for next year at the October meeting.

New Business

Ms. Salazar stated that John Willis Kellam is resigning from the BZA effective immediately. She further added that he brought the letter to her late Friday and everyone has a copy in their folder. A copy of the letter will be attached.

Motion: To accept the resignation letter of John Willis Kellam from the BZA by Susan Rillo and seconded by Ned Finney. Roll Call Vote: Hart-yes; Rillo-yes; Dize-yes; Bliss-yes; Zember-yes; Finney-yes. MOTION PASSED

Ms. Salazar said that Deborah Bliss and Carolyn Mitchell have submitted letters requesting to be appointed to the BZA. A copy of both letters will be attached.

Motion: To appoint Deborah Bliss and Carolyn Mitchell to the BZA by Ted Bliss and seconded by Susan Rillo. Roll Call Vote: Hart-yes; Rillo-yes; Dize-yes; Bliss-yes; Zember-yes; Finney-yes. MOTION PASSED

Mr. Finney stated that the Council needs to decide what to do with the ATL grant in the amount of \$10,000.00. Mr. Finney reminded everyone that the grant is for fire service and if Onley has a fire, Onancock, Tasley and Melfa are all called to respond.

Motion: To split the ATL grant equally among Melfa, Onancock and Tasley Fire Companies by Ned Finney and seconded by Dawn Dize. Roll Call Vote: Hart-yes; Rillo-yes; Dize-yes; Bliss-yes; Zember-yes; Finney-yes. MOTION PASSED

Ms. Salazar asked Council to approve the write-off of the 2017 tax bills that are under \$2.00 and not combined with any other taxes due. She said we have a total of 48 bills totaling \$46.97.

Motion: To write off 2017 tax bills under \$2.00 totaling \$46.97 by Ted Bliss and seconded by Susan Rillo. Roll Call Vote: Hart-yes; Rillo-yes; Dize-yes; Bliss-yes; Zember-yes; Finney-yes. MOTION PASSED

At this time, Mr. Finney asked that Council open a discussion about the burn ordinance. He feels that either some people don't realize that there is a burn ordinance or they just do not adhere to it. He wants

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Council to allow all burning or no burning. His complaint is that people are burning leaves and smoking out their neighbors. After some discussion, Council decided to leave the burn ordinance as is.

At this time, Ms. Salazar asked that Council accept her resignation from the position of Town Manager effective at 5:00pm December 15, 2017. A copy of her resignation letter will be attached.

Motion: To accept the resignation of Jamey Salazar from the position of Town Manager by Ted Bliss and seconded by Susan Rillo. Roll Call Vote: Hart-yes; Rillo-yes; Dize-yes; Bliss-yes; Zember-yes; Finney-yes. MOTION PASSED

Mr. Finney stated that Ms. Salazar will be removed as a signer on the bank account and a third Council Member should replace her until the position is filled. Mr. Bliss volunteered to be the third signer. Ms. Salazar read a Resolution for Bank Signatories into the minutes adding Mr. Bliss. A copy will be attached.

Motion: To adopt the Resolution for Bank Signatories by Susan Rillo and seconded by Ned Finney. Roll Call Vote: Hart-yes; Rillo-yes; Dize-yes; Bliss-yes; Zember-yes; Finney-yes. MOTION PASSED

At this time, Chief Spivey asked Council if they would consider adding him as a signer on the town credit card so that he will be able to make purchases in Ms. Salazar's absence. Ms. Salazar stated that Mayor Pierson is the only other signer on the credit card. Mr. Bliss asked that Chief Spivey report any charges that he makes with the credit card to the Council monthly.

Motion: To authorize the addition of Chief John Spivey as a signatory on the town credit card by Susan Rillo and seconded by Ted Bliss. Roll Call Vote: Hart-yes; Rillo-yes; Dize-yes; Bliss-yes; Zember-yes; Finney-yes. MOTION PASSED

Public Comments

Jan Siglin thanked Chief Spivey for his help with the Santa no train.

Laurice Hohlt asked why the public works employee is cleaning and edging the street. She feels that it is a waste of time. Ms. Salazar said that task is being done at the request of Council. Mayor Pierson asked her why this is a problem adding that it is making the town look nicer. Ms. Hohlt stated that in the past, the gutters have needed cleaning. Mr. Finney said that the gutters have been cleaned and they continue to do so. Ms. Hohlt said that she knows it has been done. She asked how often the police department checks on vacant buildings. She specifically cited the agriculture building that is behind her house. Ms. Salazar asked to speak on that matter. She stated that the same day that Ms. Hohlt brought this matter to her attention, Officer Pat Coulter immediately checked the building and secured it to the best of his ability. He made contact with the property owner who confirmed that she is aware that the lights are on as well as the state of the building. Chief Spivey added that his whole department is aware of the situation at the building and they make daily checks of the property. Ms. Hohlt asked how they handle other vacant properties in town. Chief Spivey stated that while they keep an eye on everything in town, they cannot just walk onto private property without cause.

Billye D. Custis complimented Chief Spivey on a job well done at the Santa no train.

Tom Rakowski thanked the town and Chief Spivey for the help with the Santa no train. He added that he was prepared to present the town with a letter allowing the Christmas tree to be placed on town property.

Ada Jo Amadeo complimented Sgt. George Bennett on how well he handled a situation in front of her house a few weeks ago.

Mayor Finney thanked Ms. Amadeo, adding that Council enjoys the positive comments.

Council Comments

Mr. Hart thanked everyone for coming. He said that he is upset that his knee wall was struck by a vehicle yesterday and he hopes that it will be reported properly since he feels that a crosswalk is needed at the intersection. He likes that Council split the ATL grant money three ways. He expressed some hesitation about the well and septic matter since we still do not know what the building is going to cost. He doesn't

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want to see us waste money. He said that he hates to see Ms. Salazar leave but he understands that it's just business. He wished her well.

Ms. Rillo thanked everyone for their participation at the Santa no train. She said it was a big success. She thanked the town employees. She thanked Ms. Salazar for her dedication and her many years of service. Mr. Bliss said that Ms. Salazar will be missed and he thanked her for a job well done. He thanked Chief Spivey and the Police Department for an outstanding job. He wished everyone a Merry Christmas and Happy New Year.

Mr. Zember thanked everyone for coming and said he appreciates all of their comments. He wished everyone a Merry Christmas. He wished Ms. Salazar well and said if there is anything he can do to help out, please let him know. He said he will be better prepared next year for the holiday season but he has had numerous health issues this year. Lastly, he said his mother was in an accident on Saturday and he thanked the various fire companies for handling things so well.

Ms. Dize thanked everyone for coming and for their comments. She wished Ms. Salazar a lot of luck and thanked her for all that she has done for the town. She thanked Mr. Pavlik for his help with the new building. She thanked Chief Spivey for his hard work. She thanked the Council for all they do as well. Lastly, she wished everyone a Merry Christmas and Happy New Year.

Mr. Finney said he hates to see Ms. Salazar leave. He feels that she will be hard to replace. He thanked her for all that she has done for the town.

Closed Session

Motion: To go into Closed Session (7:43pm) in accordance with Section 2.2-3711(A) of the Code of Virginia of 1950, as amended for the purpose of Paragraph 1: Discussion or Consideration of Personnel Matters pertaining to the Police Department & General Government, specifically related to holiday bonuses and the resignation of the Town Manager by Dawn Dize and seconded by Susan Rillo. Roll Call Vote: Hart-yes; Rillo-yes; Dize-yes; Bliss-yes; Zember-yes; Finney-yes. MOTION PASSED

Open Session & Certification of Closed Session

Motion: To return to Open Session (8:24pm) by Ted Bliss and seconded by Dawn Dize. Roll Call Vote: Hart-yes; Rillo-yes; Dize-yes; Bliss-yes; Zember-yes; Finney-yes. MOTION PASSED

At this time, Mr. Finney stated that along with the matters disclosed, a personnel matter was also discussed.

A roll call vote was taken before reconvening in Open Session, at which time each member certified by his/her vote whether only the matters previously disclosed were discussed during Closed Session: Pierson-yes; Bliss-yes; Dize-yes; Finney-yes; Hart-yes; Rillo-yes; Zember-yes.

Motion: To give the following employee bonuses: Bruce Snead - \$150.00, John Spivey - \$600.00, George Bennett - \$500.00, Aaron Turner & Jess Long - \$300.00, Pat Coulter - \$150.00, John Pavlik - \$250.00, Rachel Kellam - \$250.00, Joel Parks - \$200.00, Jamye Salazar - \$1,000.00, Bennie Tatum - \$100.00 Walmart gift card by Ned Finney and seconded by Susan Rillo. Roll Call Vote: Hart-yes; Rillo-yes; Dize-yes; Bliss-yes; Zember-yes; Finney-yes. MOTION PASSED

Adjourn

Motion: To adjourn at 8:26pm by Susan Rillo and seconded by Matt Hart. Roll Call Vote: Hart-yes; Rillo-yes; Dize-yes; Bliss-yes; Zember-yes; Finney-yes. MOTION PASSED

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Respectfully submitted by,

Jamye Salazar
Town Manager

Henry E. Finney
Vice-Mayor