

## Onley Town Council Minutes of January 7, 2013

VIRGINIA: At a Regular Monthly Meeting of the Onley Town Council held at the Onley Fire & Rescue Building on the 7th day of January, A.D., 2013:

Members Present: Jack Pierson, Mayor

Billy Chance

Dawn Dize

Ned Finney

Fred Gardner

Susan Rillo

Don Strautz

Staff Present: Walter Marks, OPD Chief of Police

Jamye Salazar, Treasurer

Cela Burge, Town Attorney

David Engelhart, Zoning Administrator

### **Call to Order**

The Regular Monthly Town Council meeting was called to order by Mayor Pierson at 6:30pm. The invocation was given by Dawn Dize. The Pledge of Allegiance to the Flag was led by Fred Gardner.

### **Adoption of Agenda**

Mayor Pierson welcomed Susan Rillo to Council and asked for a motion to adopt the agenda.

**Motion: To adopt the agenda by Don Strautz and seconded by Fred Gardner. Vote:** Chance-yes; Dize-yes; Finney-yes; Gardner-yes; Rillo-yes; Strautz-yes. MOTION PASSED

### **Consideration of Minutes**

**Motion: To approve the minutes of the December 3, 2012 Regular Monthly Council Meeting by Ned Finney and seconded by Don Strautz. Vote:** Chance-yes; Dize-yes; Finney-yes; Gardner-yes; Rillo-yes; Strautz-yes. MOTION PASSED

**Motion: To approve the minutes of the December 10, 2012 Recessed Council Meeting by Fred Gardner and seconded by Don Strautz. Vote:** Chance-yes; Dize-yes; Finney-yes; Gardner-yes; Rillo-yes; Strautz-yes. MOTION PASSED

Ms. Burge asked to speak. She stated that it is a good time to re-visit the rules of procedure as well as the order and structure of our meetings. She read the rules for public participation. She further added that she has asked Ms. Salazar to give a six month review of the current budget. She stated that while the Town's minutes are very detailed, such great detail is not required. They need only contain when the meeting was held, who was there and what action was taken. There are some instances where a roll call vote needs to be taken but it is not necessary for every motion. She stated that there are sign-up sheets for public comment and that anyone wishing to make a comment at that time should sign up or leave written comments at the Town Office to be read by the Mayor at the meeting. She concluded by thanking Mayor Pierson for allowing her the time to go over some of these details.

### **Department Reports**

#### **Police Report & Schedule**

Chief Marks stated that everything is going well. Royal Farms is now open but activity there has been minimal. Mr. Finney asked if midnight is late enough for the officers to work. Chief Marks stated that he

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thinks its fine but would like to keep the 6-2 shift on Friday and Saturday nights. Mr. Finney asked to discuss the need for a fifth officer. Chief Marks stated that he would like to give it six months – he doesn't feel there is a need now. Mayor Pierson reminded Council that there is no money in the current budget for a fifth officer but to keep it in mind for the upcoming budget.

**Motion: To approve the February 2013 police schedule by Ned Finney and seconded by Fred Gardner.**

**Vote:** Chance-yes; Dize-yes; Finney-yes; Gardner-yes; Rillo-yes; Strautz-yes. MOTION PASSED

### Treasurer's Report

Ms. Salazar stated that there is a sheet of additional payables for approval.

**Motion: To pay the Payables by Ned Finney and seconded by Dawn Dize. Vote:** Chance-yes; Dize-yes; Finney-yes; Gardner-yes; Rillo-yes; Strautz-yes. MOTION PASSED

Ms. Salazar gave a six month review of the budget. Ms. Burge explained that the anticipated revenue is well over the 50% mark. She added that expenditures are budgeted in only four departments. She explained that we are well under what we have budgeted to spend at this point in the budget. She stated that Council needs to think about whether or not there is a need to spend additional money that was not budgeted. If this is the case, Council will need to decide where to shift that money from and to prepare an amended budget. The rule is that if Council wishes to change the current budget by 1%, an amendment to the current budget is required. She concluded by stating that she is not suggesting that Council do this but she does want them to know that this is an option available to them.

### Zoning

Mr. Engelhart stated that he has approved the plan for the Dollar General to go into the old CVS location at Four Corners. It has now gone to the County for approval.

He has received an application for a family entertainment center to go into a portion of the old Fresh Pride location. He would like for the Planning Commission to discuss it at this month's meeting.

### Attorney's Report

Ms. Burge has submitted the petition and the writ to the Circuit Court to fill the Council vacancies. She stated that Council will need to select a Vice-Mayor at next month's meeting.

### Old Business

Mr. Finney stated that Mr. Engelhart, Mr. Gardner and Mike Higgins have agreed to serve with him on a building committee. Joe Hill will consult occasionally. Mr. Strautz expressed interest in serving as well but is concerned that he will not always be available. Ms. Burge reminded them that if there are three Council members present, it is considered a meeting and minutes will need to be kept. Mr. Strautz stated that since this committee will not be a decision making body – they will meet to gather information to present to Council at the regular meeting – he is willing to wait for their presentation and participate at that time. The first meeting will be January 14, 2013 at 6:30pm at the Town Office. Mayor Pierson asked for a motion to name the committee as Mr. Finney has recommended.

**Motion: To appoint Ned Finney (Chairman), Fred Gardner, David Engelhart and Mike Higgins to sit on a committee to gather information about the building at 25571 E. Main Street by Dawn Dize and seconded by Susan Rillo. Vote:** Chance-yes; Dize-yes; Finney-yes; Gardner-yes; Rillo-yes; Strautz-yes. MOTION PASSED

There was no grant coordinator's report. Ms. Salazar stated that the vests have been received and the ammunition and computer have been ordered under the Byrne Jag grant. Kristie has submitted the paperwork for reimbursement. She added that we have just received reimbursement for the second quarter of highway safety grant and the third quarter has just been completed so Kristie will submit for that in the next few days.

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### New Business

Mr. Strautz asked that Council make it mandatory that any information pertaining to an item on the agenda be received at least a week before the meeting. He feels that Council should not have to make decisions about issues that are just being brought to their attention at that particular meeting. Council agreed.

There was much discussion as to whether to re-issue an RFP for Public Works, hire a PT Public Works employee or look into using personnel from a temp agency. Mr. Gardner will gather information pertaining to the cost of a temp agency and present it at next month's meeting. Ms. Salazar will look into the cost of hiring a PT employee. Council will re-visit this issue at next month's meeting as well as the need for a PW vehicle depending on the outcome.

The fifth officer was discussed earlier in the night.

Mr. Strautz suggested that in the next newsletter, Council ask the Public for some feedback on Town issues. Mr. Finney suggested a suggestion box at the Town Office. Mr. Gardner stated that they can always send suggestions via e-mail. Mayor Pierson likes the idea of each Council member taking a turn to write some comments to the citizens as well.

Mayor Pierson stated that there are several vacancies on the Planning Commission. Council asked that Mr. Engelhart write up a "job description" for prospective commissioners to be put in the upcoming newsletter.

### Public Comments

No one signed up to speak. Mayor Pierson asked if anyone wished to.

Billye D. Custis stated that there was a police survey that went out several years ago and there were less than 20 responses. In reference to Public Works, she thinks that the RFP needs to be more specific and that perhaps the right company was not hired. She feels that we may have better luck with another company. She added that she believes it will cost the Town \$1000.00 to insure a PW vehicle and that the mosquito sprayer is wired to the white pickup so she is not sure that it should be removed. She agreed that if a PT employee is hired, they most definitely need supervision. She stated that Council will also need to make a decision about what to do with a PT employee in the event of a rainy day or week.

Ada Jo Amadeo stated that she thinks a woman needs to be on the committee for building the new Town Office. Billye D. Custis stated that she would be interested in serving on that committee.

Wayne Byrum suggested that the Town look into raising our vehicle insurance deductible to save money.

### Council Comments

Ms. Rillo thanked everyone for allowing her to join Council.

Mr. Gardner had no comment.

Ms. Dize thanked everyone for coming and added that she is happy to be here as well.

Mr. Chance thanked everyone for coming.

Mr. Strautz thanked everyone for coming.

Mr. Finney thanked Susan Rillo for agreeing to serve, Mayor Pierson, the Town employees and the citizens.

### Adjourn/Recess

**Motion: To adjourn at 8:05pm by Don Strautz and seconded by Fred Gardner. Vote: Chance-yes; Dize-yes; Finney-yes; Gardner-yes; Rillo-yes; Strautz-yes. MOTION PASSED**

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Jamye Salazar, Treasurer

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John J. Pierson, Mayor