

Onley Town Council Minutes of May 1, 2017

VIRGINIA: At a Regular Monthly Meeting of the Onley Town Council held at the Onley Baptist Church, 25501 West Main Street, on the 1st day of May 2017:

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

Staff Present: Rachel Kellam, Town Attorney
Jamye Salazar, Clerk/Treasurer
John Spivey, Chief, Onley Police Dept.

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 Woody Zember. Roll

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

Consideration of Minutes

Motion: To adopt the minutes of the April 3, 2017 Regular Monthly Meeting 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

Motion: To adopt the minutes of the April 17, 2017 Special Meeting/Budget Workshop 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

Department Reports

Police Report & Schedule

Chief Spivey gave his report adding that this was a good month and that he will be out for about a week during the month of May for surgery but the schedule is covered.

Motion: To accept the June 2017 schedule 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

Treasurer's Report

Ms. Salazar gave her monthly report noting that some of the numbers are subject to change since the packets went out before the month was over. She added that there are additional payables in the amount of \$3,777.20.

Motion: To Pay the April 2017 Payables including the additional payables 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

Zoning Administrator's Report

In the absence of Mr. Pavlik, Ms. Salazar read his report into the minutes. A copy of the report is attached.

Attorney's Report

Ms. Kellam said that she has submitted the sidewalk packet to VDOT about a week ago and now we wait to hear something. She prepared a Councilman ride-along waiver for the police department. She spoke with ORA and they are still waiting for the documentation from the IRS so that the town can give them the \$8,000.00. She is concerned that they owe the town \$561.24 in back taxes and Council cannot forgive tax debt. The general consensus of the Council is that they should give us a check for the back taxes before we give them the \$8,000.00. Mr. Hart asked that the agreement with ORA specifically address the 50% discount for town residents. Mr. Finney and Ms. Rillo would also like for residents to be able to bring their grandchildren. Mr. Hart wants to make sure that renters of town property are also included.

In the matter of the domesticated fowl ordinance, Ms. Kellam feels that the town manager should be the permitting officer. This removes the liability of the police department. She added that Mr. Pavlik's job description is zoning and compliance so he should be able to assist the town manager with this if he/she wishes. Council decided to have three penalties based on the number of offenses. The last matter is the location of the chicken coops. Council does not want chickens in the front yards or within 15' of property lines.

Lastly, she stated that the Council should have the town manager job description that she wrote based on their wishes. She said that the town already has a job offer letter that they can use. Mr. Zember said that he would like to see "and other duties deemed necessary" added to both.

Motion: To hire Jamye Salazar as the Town Manager 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

Motion: To offer Joel Parks the position of Clerk for the Town of Onley 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

At this time, Mr. Finney said that the motion that he made should have been to appoint Jamye Salazar to the Town Manager position. Ms. Rillo said she meant the same for Joel Parks.

Mr. Zember said that at his last job, they did not use the term "appoint" adding that he does not think it matters either way. Mr. Finney explained that to appoint an employee means that the employee can only be fired by a consensus of the Town Council. Ms. Kellam said that the Clerk must be appointed and the Town Manager is just another employee but it does not hurt to have it on the record.

Motion: To rescind the motion to offer Joel Parks the position as Clerk and to appoint her to that position 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

Motion: To rescind the motion to hire Jamye Salazar as Town Manager and instead appoint her to the position of Town Manager 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

Public Works

Ms. Salazar reported that the spring clean-up has been completed. There was an issue with some branches that were missed on Coastal Blvd. but that has been resolved. We have had clean up of the litter and storm drains the first two weeks of the month and grass cutting has begun. He started doing a rough edge of East & West Main and Coastal Blvd. He has not finished with that and also needs to continue with the curb clean up in those areas. They will re-mulch at the town office and at the town

signs. She said that she assumes Council will want some work done at the beautification project. Lastly, she said that Mr. Simpson is having some personnel problems and has been unable to provide us with adequate coverage several times this month. She has expressed to him that this is a problem and cannot continue or we will once again have to look into other options.

Mr. Finney asked her to look into storm drain gutter guards. She has found some for approximately \$100.00 each and estimates that we will need about 19 based on the number of drains in town. A copy of the proposal will be attached.

Motion: To purchase the storm drain gutter guards based on the number required after we get an accurate count of the drains and contingent upon approval from VDOT 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

Ms. Salazar asked where in the budget Council will want to take the money to cover the cost. Council suggested capital expense. Chief Spivey suggested that we contact VDOT before purchasing to make sure that we can use them. Ms. Salazar agreed and said she will do that before anything is ordered. **At this time, Mr. Bliss added the addition of VDOT approval to his above motion. Ms. Rillo made the second and Council approved it unanimously.**

Planning Commission Report

Rose Pierson reported that Deborah Bliss has provided a letter of interest in filling the Planning Commission vacancy. She asked that Council consider her as a viable candidate.

Motion: To appoint Deborah Bliss to the Planning Commission by Susan Rillo and seconded by Woody Zember. Roll Call Vote: Hart-yes; Rillo-yes; Dize-yes; Bliss-abstain; Zember-yes; Finney-yes. MOTION PASSED

Old Business

Mr. Finney said that he has been unable to speak with Mr. Roache on the matter of the pagers at the OVFD. He added that there is a new Chief and maybe he will touch base with him and Mr. Roache. Ms. Kellam suggested that the Town Manager look into this matter but Mr. Finney said he would like to continue to work on it if Council is okay with that.

Mr. Zember said that there is not a lot of money in the General Landscaping budget so he asked Council to move the remaining \$587.31 from the Veterans Day Celebration line item to General Landscaping. This will give him a total of \$1,534.16 to spend on beautification. Mr. Finney asked how Mr. Zember wants to spend the money. Mr. Zember wants to purchase four pots with flowers from Hortco along with securing Hortco to maintain the flowers. He will place the pots on the four corners of downtown at the stop light. He also presented Council with a sample banner that he would like to purchase in the new budget year. There was much discussion about this matter. Mr. Zember said that he will need a deposit tonight to give to Hortco to secure the order and contract.

Motion: To purchase three pots, flowers and a contract for maintaining from Hortco in the amount of \$1,200.00 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

Motion: To transfer \$587.31 from Veterans Day Celebration to the General Landscaping Fund by Matt Hart and seconded by Dawn Dize. Roll Call Vote: Hart-yes; Rillo-yes; Dize-yes; Bliss-yes; Zember-yes; Finney-yes. MOTION PASSED

Mr. Hart asked if we can get a sample of the banner before we order them. Mr. Zember asked Ms. Salazar to look into that. Ms. Salazar agreed and added that there was a fee of \$375.00 to clean up the hand drawn town logo.

Mr. Finney said that he has been trying to save the town money by doing some of the legwork on the new town office himself but he continues to run into obstacles so he would like to hire GMB to handle everything.

Motion: To secure GMB Associates to build the town office that they proposed to us back in 2015.

At this time, Mayor Pierson stopped Mr. Finney and asked how he can make a motion like that without knowing how much it will cost. Mr. Finney said that he would like to have them give us a price for taking over and overseeing the entire project. He added that they have all of the information and they will just need to update it from 2015. Ms. Kellam said that she believes when constructing properties, we need to require bids. Mr. Finney said that we did that before and we just hit a brick wall. Mr. Hart stated that we made the motion to proceed with the building that we already have designed. Mr. Pierson wants to make sure that local contractors get the opportunity to bid on the building. Mr. Finney said that GMB will send it out for bids for us. Mr. Hart said that he is disappointed that the package was not sent out for bid previously because that was the motion that was made. There was much discussion on this matter. Council decided to have Ms. Salazar call GMB and update the package that they created for us in 2015. Ms. Salazar told Council that it is very important to remember that if we really want to use GMB's services, we need to be serious about moving forward with this project. She was given the impression from their representative that they are very busy and do not have the time to help us with this project unless we are serious about moving forward with it. **There was no second to Mr. Finney's motion made earlier.**

The Town Manager position was discussed earlier in the night.

The storm drain gutter guards were discussed earlier in the night.

Ms. Salazar asked Council if they wish to make any changes to the 2017-2018 Proposed Budget. She said that we do have a balanced budget with a \$20,933.00 surplus which has been put in General Government Capital Expense. Council did not so she recommended that they send it to Public Hearing at the June meeting.

Motion: To send the 2017-2018 Proposed Budget to Public Hearing 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

New Business

In the matter of the 2016 ESVA Hazard Mitigation Resolution, Ms. Salazar stated that Mr. Pavlik has met with Shannon Alexander from ANPDC and she has requested that Council adopt the resolution. Chief Spivey said that he has spoken with Mr. Pavlik about this and it will get us in with FEMA if necessary. Mr. Finney stated that Mr. Pavlik needs to attend the meetings so when there are questions, he can answer them.

Motion: To adopt the 2016 Hazard Mitigation Resolution by Susan Rillo and seconded by Woody Zember. Roll Call Vote: Hart-yes; Rillo-yes; Dize-yes; Bliss-yes; Zember-yes; Finney-yes. MOTION PASSED

Ms. Salazar said that the resolution needs to be read into the minutes. Ms. Rillo read it at this time. A copy will be attached. Once the resolution was read, Ms. Kellam had some questions about the resolution. Chief Spivey stated that he does not really know the level of commitment that the town is making when adopting this resolution and that concerns him. Mr. Bliss agreed adding that he feels we need more information. He added that Mr. Pavlik has been meeting with ANPDC and he should have the information. He added that this is a very good program and agrees that it is a very good thing for the town. There was much discussion about this matter. Council asked Chief Spivey to look into the matter considering it falls under public safety.

Motion: To rescind the motion to adopt the 2016 Hazard Mitigation Resolution by Susan Rillo and seconded by Woody Zember. Roll Call Vote: Hart-yes; Rillo-yes; Dize-yes; Bliss-yes; Zember-yes; Finney-yes. MOTION PASSED

Ms. Salazar asked for Council approval to spend the \$1,031.00 litter grant. She gave them a proposal to purchase garbage bags in the amount of \$1,073.75. This means we will spend \$42.75 out of pocket. A copy of the proposal will be attached.

Motion: To spend the litter grant for the purchase of garbage bags in the amount of \$1,073.75 by Susan Rillo and seconded by Dawn Dize. Roll Call Vote: Hart-yes; Rillo-yes; Dize-yes; Bliss-yes; Zember-yes; Finney-yes. MOTION PASSED

Public Comments

There was no public comment.

Council Comments

Mr. Hart thanked everyone for coming to the meeting and congratulated Ms. Salazar on the Town Manager position.

Mr. Zember thanked everyone for coming. He congratulated Ms. Salazar and Ms. Parks. He added that he is glad to see that we are making progress on the building. He thanked Mr. Finney for doing a good job and making sure that everyone gets what they want. Lastly, he thanked Council for their approval of the beautification project.

Ms. Dize congratulated Ms. Salazar and Ms. Parks. She is happy that we are moving forward with some things that have been in the works for a while.

Ms. Rillo thanked the employees and the Council for all they do. She congratulated Ms. Salazar and Ms. Parks.

Mr. Bliss congratulated Ms. Salazar and Ms. Parks. He stated that he appreciated the turn out from the residents and the level of involvement from them as well as the Council.

Mr. Finney congratulated Ms. Salazar and Mr. Parks. He added that he has heard there have been comments made that Ms. Salazar is not qualified to do the job. He said that she has been doing the job for a long time now and he feels that no one else is more qualified. He thanked the residents that were in attendance and added that he wished more would attend the meetings.

Adjourn

Motion: To adjourn at 7:58pm 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

Respectfully submitted by,

Jamye Salazar
Clerk/Treasurer

Jack Pierson
Mayor

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