

Onley Town Council Work Session Minutes of January 28, 2019

VIRGINIA: At a Work Session Meeting of the Onley Town Council held at the Onley Baptist Church, 25501 W. Main Street, on the 28th day of January A.D., 2019:

Council Members Present: Matt Hart, Mayor

Ned Finney, Vice Mayor

Billye D. Custis

Claudia Harmon

Rose Pierson

Susan Rillo

Woody Zember

Staff Present:

Jamye Salazar, Town Manager

Rachel Kellam, Attorney

Melissa Taylor, Clerk

Call to Order

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

Invocation & Pledge of Allegiance

The invocation was given by Billye D. Custis and the Pledge of Allegiance was led by Ned Finney.

Adoption of Agenda

Motion: To adopt the agenda by Susan Rillo and seconded by Woody Zember.

Roll Call Vote: Zember-yes; Rillo-yes; Harmon-yes; Pierson-yes; Custis-yes; Finney-yes.

MOTION PASSED

Council Ethics

Mr. Hart stated that Ms. Salazar provided Council a sample of Town of Culpeper Code of Ethics. Ms. Kellam reported Culpeper Code of Ethics is very similar to most Town or Counties Code of Ethics. It is a pretty standardized document. She stated that some towns have Councilman sign a statement, especially for the new Councilman which reiterates the ethics that Council needs to abide. Ms. Kellam provided Council with a Draft Model of Excellence Town of Onley Statement which is a simplified form of the Culpeper Code of Ethics. Ms. Kellam will have the Town of Onley Code of Ethics available at the February 4, 2019, Regular Meeting. Ms. Kellam explained different methods of disciplinary actions of Council Members and ways to have a Council Member removed from office.

Town Council Goals for 2019-2020

Mayor Hart

Mr. Hart opened with his personal goals to accomplish during this term 2019-2020:

- Continue support of the ORA

- Continue to support the local Fire Departments
(Aide to Locality Grant with an additional donation)
- Work together to get the George N. McMath Park opened
- To build a new Town Hall or purchase of an existing building to restore for the Town Hall
- Purchase of a Christmas Tree
(Display in the new park)
- Work with SPOTS to clean up the old scale house
(Eyesore in the middle of town and a safety hazard)
- Clean up the property by Agriculture Building
(Removal of the water tank)
- Continue to maintain a strong law enforcement presence by patrolling and engaging with the public and business owners and keeping the town safe

Vice Mayor Finney

Mr. Finney stated he would reiterate some of the same goals of Mayor Hart:

- Additional donation to the local fire departments besides the ATL Grant
(All the departments do a great job, and Tasley is building a new firehouse)
Mr. Dennis noted that Onancock has the ambulance service whereas Tasley doesn't
- New Town Office - Main Interest
(Having been working towards the construction for ten years and the price is going up at a rate of (at least) five percent per year)
- Christmas Tree
(plant one or artificial)
- More resident participation
- Work with the neighboring town (Onancock) organizing a joint event
(ie., Car Show)
- Continue support of the towns Police Department
- ORA
(It cost the town very little to support ORA with a \$3,800.00 donation last year, and the donation offers a benefit for the citizens. Mr. Finney would like more participation from ORA with updates presented to Council. He would like to see if they could provide a grandparent package for local grandchildren)
- Brick Town Sign
(At the entrance into town. Check with VDOT with requirements)

Ms. Custis

Ms. Custis stated ORA would need to make more of an effort and have more accountability.

- Support the local Fire Departments
- Park
(Great idea)
- Town Hall
(In need of meeting space)
- Christmas tree
(Would love to see one planted in the town park)

- **Shack over by SPOTS needs to come down**
(Discussion about ownership and contents)
- **Try and increase more citizen involvement**
- **In agreement with working with the neighboring town (Orancock) with some event**

Ms. Pierson

She stated she pretty much agrees with all that has been said.

- **Town Park**
(Encouraging community events, picnics and concerts - and work along with ORA)
- **Pursuing more sidewalks**
(Investigate ways to get more sidewalks on Coastal Blvd & East & West Main Street making it easier for the townspeople to walk around, which could build up the business in the downtown area)
- **Town clean-up / cleaner gutters - Simpson's**
(More frequently - all seasons)
- **Waste bins attached to the utility poles**
(Making it more convenient in keeping the town clean with trash pick-up. Ms. Salazar responded she would research purchasing the cans through the litter grant. She noted the town would have to get permission to attach the cans to the utility poles because the town does not own them)
- **Town Building**
(For a meeting place and stated the building is long overdue)

Ms. Rillo

Ms. Rillo stated she too agrees with everyone.

- **Town Building - first and foremost**
(Long overdue, the cost continues to increase each year, and if Council had completed years ago, then meeting to take place at in our own town office)
- **Park**
- **Fire Department Donation**
(Town match the amount of the ALT donation and distribute. She said the town needs to show appreciation for the service these departments provide to our town since Onley no longer has a fire department)
- **Planting a live Christmas Tree**
(Possible multiple trees)
- **Police Presences**
(With the town growth)
- **ORA**
(Low priority on the list. She is in favor of a donation, in return the resident's half off discount membership fee)
- **Billboard**
(Sign to list community events on Route 13 / Static programmable sign)

Ms. Harmon

Ms. Harmon agrees with everything (I think) that has been said.

- Council all works together
(Keeping a positive working relationship)
- ORA
(She noted she will take will take on this goal. Stating this organization has touched many children lives over the years and it brings in people from out of town for swim meets and they are using our restaurants and the town gains by the tax and in other ways)
- Newsletters
(Providing essential dates and information i.e.; town clean up or information regarding ORA discounted memberships offered to the town residents)
- New Building

Mr. Zember

- Building – ASAP
(Make a decision and go with it)
- Town Park
- Excellent communication between Council Members
Working together as Council (Council Friends)
- Committees
(Keep from tabling decisions)
- Crosswalks
- Better communication with the town residents
- *Newsletter
(Distributed more than twice a year)
- Citizens support
- Fire Department support
(Excellent idea to match the ATL donation per Ms. Rillo)
- More town clean up - Simpson's
- Curb work
- Continue support of the Police Department
(With the town growth and possible purchase of a Police vehicle)
- ORA
- Christmas Trees (2)
(At least one should be planted)
- Banners/Flags
- Research grants for the beautification of the Downtown area

There was much discussion about the Town's Newsletter.

Ms. Custis recommended hand delivering the newsletter. She noted if the property is a rental property, they don't receive the newsletter. The property owner does who could be out of town.

Ms. Rillo suggested a printed calendar several months in advance with important dates.

Mr. Zember supported the idea of hand delivering quarterly, looks more personal and might have the possibility of speaking to the residents. Mr. Zember also suggested using WESR for more announcements on upcoming town events.

Ms. Salazar stated it wasn't the cost of mailing out the newsletter, but there wasn't enough information to justify sending out more than twice a year.

Ms. Hohlt was asked how she thought residents would like to receive the newsletter. She responded hand delivered.

Ms. Harmon suggested getting a pin that would include their name and title that would identify them as Council Member as they were approaching homes hand delivering the newsletters.

Discussion of additional ways on how to get the work out to town residents to get them more involved:

WESR Advertising

ES Post Advertising

Ms. Salazar will research a Chamber of Commerce membership and will add to the Regular Monthly Meeting Agenda on February 4, 2019.

Business Cards and Town Email

Mr. Zember suggested that Council Member have business cards in case a resident would have any concerns or problems, a communication link. Following much discussion Council decided that all complaints and/or praises should go through the Town Manager, Jamye Salazar or Mayor, Matt Hart.

Ms. Salazar stated she created a town email for Mayor Hart. She asked if any other Council Members would like to have a town email account, please let her know. Ms. Salazar noted that if Council Members are using their personal email accounts for town business use your email account is Foliabe. Ms. Salazar stated to let her know if you are interested in an email account. Ms. Harmon stated she is not interested in business cards or an email account.

Ms. Harmon asked what the plan was for the town park. Mr. Hart asked Ms. Salazar to email Council Members with the sketch of the vision of the Town Park provided by the McMath family. Mr. Hart stated he thought this was the best way for the McMaths to submit their vision, then present the idea to the town before accepting the land donation. Ms. Kellam said until an actual vote is taken the town should be careful not to give off the impression or appearance that the town is going to do this. Mr. Hart responded he only comments that the park is being discussed.

Form Committees

Discussion between Council and three committees were formed.

Mr. Finney asked instead of bringing the whole Town Council in, form a committee and bring information back to the Council.

Ms. Custis stated that residents could also serve on committees not just Council Members. Mr. Finney responded the committees should be limited to a certain number of people. Ms. Harmon asked how do we get the word out to the citizens about joining a committee. Ms. Custis replied with a sheet or a newsletter. Ms. Rillo wondered if Council was going to set a time limit for the committees to report back to Council. Ms. Custis stated per NEO conference, committee members should be chosen in Closed Session. Ms. Custis suggested forming the committees tonight, announce next week during the Regular Meeting the committee that was created and ask for public interest/participation. Ms. Kellam responded to establish committees tonight, decide how many people per committee and await

applications. Ms. Custis stated she would like to have a Capital Budget as well as an Operating Budget this year. Ms. Salazar stated we might be getting ahead of ourselves the proposal is more of a park and not a playground. Mr. Finney said the park would be a process because it will require three bids. Ms. Salazar responded she has already researched it and has a list of several companies for options on bids. Mr. Hart stated to keep in mind the sketch he received from the McMath is not set in stone. It is their vision since they will donate the land. Mr. Hart noted the cost would be a discussion, with consideration of having fundraisers and accepting donations. Mr. Hart stated he would like to have the necessary things completed first (sidewalks, etc.). Ms. Rillo pointed out she envisioned construction of the park being completed in phases. Mr. Hart asked that the Park Committee research other parks rules and regulations and security system.

Council agreed to three-person committees.

Council decided on three committees:

Town Hall Building Committee

Vice Mayor - Chair this committee

Ms. Custis - declined

Mr. Dennis

Park - George N. McMath

Ms. Rillo - Chair

Beautification

Mr. Zember – Chair

Ms. Harmon

Ms. Salazar

Minutes required during all committee meetings

Discussion of Public / Council Comments on the Agenda

Mr. Hart stated he had considered moving public comments to the beginning of the meeting, but after further consideration decided to leave comments in the current location on the agenda. Mr. Hart asked fellow Council Members their opinions. Ms. Custis responded that VML suggest having at the end of the meeting. Mr. Finney and Ms. Rillo stated Council already tried having Public Comments at the beginning of the meeting. Ms. Rillo noted they moved Public Comments back to the end of the meeting because residents were commenting and the opening and also wanted to comment at the end. After much discussion Council decided to leave Public and Council Comments in its current location, at the end of the meeting.

Mayor Hart stated this was a very productive meeting; Council is all in agreement with Council Ethics, and Council goals are all very similar. He noted that Council should be able to get a lot accomplished.

Ms. Harmon stated that Council is changing how committees were done in the past, and asked what is the new process of notifying residents. Ms. Kellam responded Council would need to decide the number of people per committee and decide if Council wants members from the public. Ms. Kellam stated if Council wants public members you have to give the opportunity to everyone. She said when the public member applies correctly then Council chooses from the applicants. Ms. Custis returned that during the next month's Regular Meeting it will be announced that the committee process is starting

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from scratch with the new Council. Mr. Hart stated Council would need to get the word out to the residents about the committees in hopes of resident involvement. He noted he would like to see public participation on the committees.

Motion: To adjourn at 8:16 pm by Ned Finney and seconded by Susan Rillo.

Roll Call Vote: Zember-yes; Rillo-yes; Harmon-yes; Pierson-yes; Custis-yes; Finney-yes.

MOTION PASSED

Respectfully submitted,



Melissa Taylor
Clerk



Matthew D. Hart
Mayor