

The Smithfield Town Council held its regular meeting on Tuesday, November 6<sup>th</sup>, 2018. The meeting was called to order at 7:30 p.m. Members present were Mr. T. Carter Williams, Mayor; Mr. Michael Smith, Vice Mayor; Mrs. Denise Tynes, Mr. Randy Pack, Mrs. Valerie Butler, Mr. Wayne Hall, and Ms. Beth Haywood. Staff members present were Mr. Brian S. Thrower, Town Manager; Mrs. Lesley King, Town Clerk; Mr. William G. Saunders IV, Director of Planning, Engineering and Public Works; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; Mrs. Ashley Rogers; Director of Human Resources, Mrs. Amy Novak, Director of Parks and Recreation, Ms. Judy Winslow, Director of Tourism; Mr. Bill Davidson, Planning Commission member; Mr. Alonzo Howell, Chief of Police, and Lt. Christopher Meier, Smithfield Police Department. There were approximately sixteen (16) citizens present. The media was represented by Mr. Frederick Lee of the Smithfield Times.

Mayor Williams – Good evening ladies and gentlemen. Welcome to the Smithfield Town Council meeting of November 6<sup>th</sup>, 2018. It is now 7:30 p.m. We have with us tonight Boy Scout Troop 3. Please come up and lead us in the Pledge.

*All present stood and recited the Pledge of Allegiance to the Flag.*

Mayor Williams – Thank you. We appreciate you coming tonight. The first order of business tonight is our Informational Section. Before I get started with that, we need to recognize three people. We have former Council member, Dr. Milton Cook, with us this evening. His son Colby is here also. We also have Ms. Annika Eng. They are both students at Smithfield High School. They are certainly interested in trying to keep us straight up here so you all pay attention. We appreciate you being here. The first item is the Manager's Report with Mr. Brian Thrower.

Town Manager – Honorable Mayor and Council, the October Activity Report is in your packet. I briefly wanted to update you on the Great Spring Road flooding concerns expressed by residents in that area at the last meeting. I did reach out to VDOT to set up a meeting to discuss the concerns that were raised by residents in that area. VDOT has informed me that they are conducting a drainage study in that area right now. They have offered to meet with staff to discuss the drainage study after it has been completed. They anticipate it being completed in thirty to forty-five days. We are taking actions on our end to try to at least start the process of addressing those drainage concerns. Thank you.

Mayor Williams – Are there any questions for the Town Manager? Hearing none, thank you, Mr. Thrower. We will now move to Public Comments. The public is invited to speak to Council on any matter except for scheduled public hearings. We have one this evening. Comments are limited to five minutes per person please. Any required response from the town will be provided in writing following the meeting if you so desire. Please state your name and address as you come to the podium. Do we have anyone who would like to come up for public comments? Seeing none, we will move to a Proclamation Recognizing November 11<sup>th</sup> – 17<sup>th</sup> as Nurse Practitioner’s Week. You will learn something, as I did, when I read this. We have Mrs. Erin Pack with us tonight. Please come forward. The proclamation reads as follows:

Whereas, nurse practitioners (NPs) serve as trusted frontline health care providers for patients in our state; and

Whereas, NPs are highly skilled practitioners with advanced education and clinical training building upon their initial registered nurse preparation; and

Whereas, there are more than 248,000 licensed NPs in the United States, and approximately 7,500 in Virginia providing primary, acute and specialty care to patients of all ages and walks of life; and

Whereas, in addition to diagnosing and treating acute and chronic conditions, NPs focus on health promotion, disease prevention and health education and counseling, guiding patients to make smarter health and lifestyle choices; and

Whereas, the confidence that patients have in NP-delivered health care is evidenced by the more than one billion annual patient visits made to NPs across the country; and

Whereas, more than five decades of research demonstrates the high quality of care provided by NPs; and

Whereas, better utilization of NPs through modernized state laws and improved system policies creates better health through a more accessible, efficient, cost-effective and higher quality health care system; and

Whereas, 22 states and the District of Columbia have implemented Full Practice Authority for NPs, granting patients full and direct access to the outstanding care offered by these health care providers; and

Whereas, leading governmental and policy entities including the National Academy of Medicine, National Council of State Boards of Nursing, National Governors Association and Federal Trade Commission have taken notice of the benefits of nurse practitioner Full Practice Authority and have endorsed such a regulatory model; and

Whereas, the Town of Smithfield is proud to recognize and honor the service of NPs to our community.

Therefore, Be It Resolved, that I, T. Carter Williams Mayor of the Town of Smithfield, hereby declare November 11<sup>th</sup> –17<sup>th</sup>, 2018, as Nurse Practitioner Week in recognition of the countless contributions NPs have made over the past half century and will continue to make to the health and well-being of citizens in our state.

Mayor Williams – We now have a Briefing by Mr. Dick Grice, Isle of Wight County Board of Supervisors, Smithfield District.

Supervisor Grice – Good evening. I represent the Smithfield District. On October 11<sup>th</sup>, we held the Isle of Wight Intergovernmental meeting which included the county Board of Supervisors, the Smithfield Town Council, and the Windsor Town Council. We also had select staff for all three governing municipalities. A comprehensive presentation was made on the status of the new E911 system. We had time for an update and time to participate in the county's Comprehensive Plan process. We discussed many other items of mutual concern. I believe the general consensus from the meeting and all people attending was that we need to continue open lines of communication and cooperatively working together. On October 17<sup>th</sup>, we held our annual Board retreat. The first item on the agenda there was a formal presentation by the schools of their proposed expansion plans. Numbers will be carefully reviewed. Triggers for action will be set and monies included in the county's Capital Improvement Plan. We were then updated on the counties financial reporting system and its overall financial health before and after inclusion of the school's request. While the county's financial well-being is in the best position it has been in for years, we must remain on a frugal, conservative path. Following lunch that day, we had a discussion on expense

and cost reductions that may be available through consolidation of services. This subject has been under discussion since 2013. A sample of a productive consolidation or cooperative effort would be the two towns and the county's sharing of the operations of both tourism and the museum. Other areas needing review and perhaps action with either the towns or schools include consolidation of procurement services, collections, risk management, information technology services, and policing; just to name a few. Both cost savings and better service for our constituents needs to be considered. The Board will be taking a much more aggressive posture on converting talk into action this coming year. On October 18<sup>th</sup>, the Board held its regular Board meeting and heard two public hearings. At the conclusion of each hearing, the proposals presented were approved. One was for our contract for trash and the other was for the expansion of the Lotus Grove Borrow Pit. Additionally, we heard a forced management report and approved a request by Windsor Fire Department for additional vehicle maintenance funds. Under new business, we discussed accepting residential construction materials at our collections centers which will be a first. We also set our priorities on requests for the upcoming legislative term. We began discussion of the school's funding request. On November 1<sup>st</sup>, we held a work session. At this work session, we moved forward with the new design, layout, and equipment adjustments for the Jones Creek facility. I think most people in this area use the Jones Creek facility. I think everyone will really appreciate the improvements and new design. We intend to have this in place this coming spring. Additionally, we discussed the Tyler's Beach and the Lawnes Pointe projects. When you have time, please visit Tyler's Beach which is just north of town. I think you will be pleasantly surprised. Most of the dilapidated half sunk boats have been removed from the area. We are moving forward with having a food service truck in that area. We got good news on the Lawnes Pointe water project. The bids came in under budget. Lastly, we received a comprehensive briefing about the stormwater drainage outfall maintenance. It came from the new stormwater commission which is our committee we have formed. This remains a huge, vast undertaking. It has to do with VDOT, draining streets, and who is responsible for what. The county will be presenting this same report to all of the attending Virginia county members at VACO this coming week. Does anyone have any questions or concerns at this time?

Mayor Williams – Are you all talking about dredging Tyler's Beach?

Supervisor Grice – There is a possibility that it will be looked at; but not at this point.

Mayor Williams – So, you didn't embark on that yet.

Supervisor Grice – We have not done so yet; to the best of my knowledge.

Mayor Williams – You cannot get in and out of there at low tide.

Supervisor Grice – I think it is on the plans; but I do not know how soon it would happen. It all depends on that funny stuff that they will not let us print locally; money. Are there any other questions? If not, I am going to go home and let the political opponents explain why they missed their estimates. I find that very, very humorous. Thank you.

Mayor Williams – We will now move to Council Comments. Does any Council member have a comment they would like to make?

Councilwoman Tynes – Yes, Mayor Williams. This past weekend we attended the 18<sup>th</sup> Annual Greater Hampton Roads Regional Crime Line, Inc. and Top Cop Awards banquet. Councilwoman Butler, Chief Howell, myself, and other staff members from the Police Department were in attendance. Our officer that we honored locally this year is Officer William Wooley with the Smithfield Police Department. Officer Wooley has been with the department for three years. Throughout his time with the department, Officer Wooley has constantly excelled in all areas of law enforcement. Officer Wooley upholds the mission of the Smithfield Police Department by demonstrating professionalism and providing safety services to the citizens in an efficient and effective manner. He was a top performer for the department in 2017 for DUI arrests, drug arrests, and summonses. Due to his proactive approach to DUI's and narcotics, Officer Wooley received the 2017 MADD Award (Mothers Against Drunk Drivers) and the 2017 American Legion Officer of Year Award. In 2017, Officer Wooley was commended for his quick action and decision making skills. During a traffic stop, a citizen approached Officer Wooley. While talking with the citizen, Officer Wooley noticed that the individual had slurred speech, a drooping face, and she was talking incoherently. He realized that she was having a medical emergency and called medics to the scene. Upon evaluation, it was determined that she was diabetic and had redlined blood pressure. She was also showing pre-stroke indications. Officer Wooley's quick actions and necessary intervention potentially saved the woman's life. This is why he is the Top Cop this year for the Town of

Smithfield. The overall Top Cop for Hampton Roads was Officer Ross Stolle from the Virginia Beach Police Department. Without going into all of the details, he saved a lady's life. A car had driven off a boat ramp. She was a passenger. He went into the cold water and retrieved this lady. She would have passed away. He got the award for overall in Hampton Roads. We are proud of all of our officers in the Hampton Roads area with the things they do. They put their life on the line for all of us every day. We are so happy for all of them. Continue to keep them in your prayers and your thoughts. Thank you.

Mayor Williams – Are there any other Council members with any comments? Hearing none, we will move to our Summary of the Consent Agenda Items. Councilman Pack will explain what a consent agenda item is for the Boy Scouts.

Councilman Pack – Thank you, Mr. Mayor. You will see on our agenda tonight that we have six consent agenda items. Each of these items has been discussed at length at our committee meetings. During that time, the Council came to a consensus to send each item to Council for consideration this evening. As we go through these, each of the Chairs that these fall under will briefly explain each item and then we vote on all six items as a whole. These are generally items that speed up the process. We do not need to discuss them further. They have already been done at the committee meeting.

Mayor Williams – We will now move to the consent agenda. We will move to our Police Committee Chair, Mrs. Denise Tynes.

Councilwoman Tynes – Police Committee Summary. Thank you, Mayor Williams. Item C1 is a resolution to approve the street closure request for the 2018 Holiday Evening Market on November 17<sup>th</sup>, 2018 with a rain date of December 15<sup>th</sup>, 2018. This is an annual market for the last five years. Last year, it was on a Friday. We are changing it to a Saturday evening so we can have more participation. Saturday evenings are not as much of a challenge with automobile traffic. Thank you.

Mayor Williams - We will now move to the Finance Committee Chairman, Mr. Randy Pack.

Councilman Pack – Finance Committee Summary. Thank you, Mr. Mayor. Our first item tonight is a motion to authorize the Town Treasurer to close the Isle of Wight County Museum account with Farmers Bank. This will allow our Treasurer to more efficiently handle the money and have incoming expenses come out of the general

account. It requires Council authorization to close an account. Secondly, we have four invoices this evening in excess of \$10,000.00. Any invoices for the town that are \$10,000.00 or greater must be approved by Council. The first invoice is to the Smithfield Volunteer Fire Department for \$27,998.00. This is basically a pass-through grant that we receive and turn around and give it back to the fire department. The next invoice is to Blair Brothers, Inc. for \$122,469.00 for the re-surfacing of Main Street. It is a partial payment. It is not completely done and not totally to our satisfaction so we are withholding a sizable amount, about half of it, until everything is completed to our satisfaction. The next two invoices kind of go hand in hand. They are true-ups to Isle of Wight County for FY 2017/2018. The town's portion of tourism is \$105,568.00. This item was under budget. The other is our portion for the E911 system for \$92,887.38 which also came in under budget. Finally, we have a resolution to accept the improvements of the Caretaker's house and two new barns at Windsor Castle Park. The Town Attorney put this together for us. Basically, the barns and the Caretaker's house had improvements of \$347,017.00 and we have no way to get them on our books other than through a resolution. What a resolution does is that the Town Council will accept this property for the amount of \$347,017.00. Improvements were completed in 2018. Thank you.

Mayor Williams – We will now move to our Parks and Recreation Committee Chairman, Mr. Wayne Hall.

Councilman Hall – Parks and Recreation Committee Summary. Thank you, Mr. Mayor. Item C5 is a motion to approve weekday pricing for the Windsor Castle Manor grounds. During the committee meeting last month, Mrs. Novak presented the program to the committee. It was discussed and agreed to send to the consent agenda. Item C6 is a motion to adopt policies in regards to the closure of Main Street. Since public safety is a top concern for the town, the Town Council will no longer approve special event requests to close Main Street with the exception of town or county sponsored events where law enforcement can be adequately staffed to maintain a safe and secure event. Mr. Mayor, I make a motion to approve the consent agenda items.

C1. Resolution to Approve Street Closure Request for the 2018 Holiday Evening Market on Saturday, November 17<sup>th</sup>, 2018 with a Rain Date of December 15<sup>th</sup>, 2018.

C2. Motion to Authorize the Town Treasurer to Close the Isle of Wight County Museum Account with Farmers Bank.

C3. Invoices Over \$10,000 Requiring Council Authorization:

a. Smithfield Volunteer Fire Department	\$ 27,998.00
b. Blair Brothers, Inc. (partial payment)	\$122,469.00
c. Isle of Wight County – FY 2017/2018 Tourism True-Up	\$105,568.00
d. Isle of Wight County – FY 2017/2018 E911 True-Up	\$ 92,887.38

C4. Resolution to Accept Improvements of Caretaker's House and Two (2) New Barns at Windsor Castle Park.

C5. Motion to Approve Weekday Pricing for Windsor Castle Manor Grounds.

C6. Motion to Adopt the following Policy in Regards to the Closure of Main Street.

Councilman Pack – Second.

Mayor Williams – A motion has been made and properly seconded. Is there any further discussion on these six items? Hearing none, roll call vote.

On call for the vote, seven members were present. Vice Mayor Smith voted aye, Councilman Hall voted aye, Councilman Pack voted aye, Councilwoman Butler voted aye, Councilwoman Haywood voted aye, Councilwoman Tynes voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Mayor Williams – We will now move to the Action Section of the agenda. We have a Public Hearing: License Agreement – Wharf Hill Dumpster. We will have a presentation by our Town Attorney, Mr. William H. Riddick, III.

Town Attorney – Mr. Mayor and members of Council, this matter has been pending before the Council for several months now. Mr. Duncan, on behalf of Wharf Hill Brewing Company, made a request to the Council that you grant him the ability to use a portion of the parking lot at the foot of Wharf Hill for a dumpster site. There has been quite a lot of discussion in public and at the public committee meetings that have been held. At the last Town Council meeting, you authorized us to advertise a public hearing tonight to consider this. The reason for the public hearing is that it is an interest in land. This is a license agreement but it similar to a lease. You have to have a public hearing to take public comments. This is the purpose of the public hearing tonight. At the conclusion of the public hearing, there is a license agreement that has been presented to you for you to discuss, accept, modify or do as you wish.

Mayor Williams – We will now have the applicant's presentation by Mr. Lee Duncan.

Mr. Duncan – Good evening everyone. I live at 12170 Modest Neck Road. It is my pleasure to speak to you all again regarding the dumpster at the bottom of Wharf Hill. It has been my pleasure to work with the Town Attorney, the Town Manager and the Town Council members as often as I have been able to. I know that this dumpster at times has seemed divisive; but I think the things that bond us together are more powerful than the things that separate us. For example, Mr. Turner and I went to the same school. Mr. Smith and I are both tall. A lot of us like to eat at restaurants and some of us eat at Wharf Hill. There is no getting around our need to have adequate trash to run the business successfully. We are very grateful that the town has taken the time to consider our needs and give us an opportunity to rent some land at the bottom of Wharf Hill for a dumpster. I have absolutely no doubt that the enclosure is going to be to the standards required by the town. It will be satisfactorily kept clean for the nearby neighbors. I know nobody wants a dumpster close to their home; but this dumpster will be done to the highest standards as far as an enclosure goes. It will be kept clean and nuisance free. If it isn't, I know I will hear about it. Finally, as far as the lease agreement goes, I would like to say thank you for putting it together. It is very simple and straight forward. I would like to offer one slight adjustment to it. It stipulates a monthly rent which is the most valuable undeveloped land rent in the state of Virginia. I was hoping that we could come to an agreement tonight that sweetens the pot even more. Instead of strictly a cash payment to the town to rent the 10' x 10' area, we would lower the amount. Wharf Hill would be entirely responsible for the maintenance of the parking lot; whether it is increasing the gravel, filling in potholes, or trimming/mowing the grass. We obviously have a greater interest than anyone in seeing the parking lot maintained. We know that the town is always moving from one border to the other as fast as they can. Since we are right there, we would be happy to take on that responsibility. I think it would be a win/win for the town and for our restaurant. Currently, the rent would be \$1,800.00 per year for the 10' x 10' piece of land. I am hoping that we could go to \$500.00 and we would be responsible for all maintenance so the town would not be impacted by the truck entering, exiting, or rutting the ground. Again, if that is written into the contract like all the other requirements, we would expect ourselves to be held to the

highest standards. If the Town Council would consider us taking on maintenance for a lower rent amount, I would appreciate that very much. Thank you.

Mayor Williams – Thank you, Mr. Duncan. The public hearing is now open. We have one sign-up, Mr. Richard Turner.

Mr. Turner – I would like to take the opportunity to say thank you for all the work, time, and effort that you Council members give or the town. I know it takes a lot of time but that is what makes our county and town a better place. We thank you for that. This is a prime example of planning. Nobody is happy down there; but these things have to be. We understand that. The method by which this came about and the knowledge we gained when we got together could have been done in a better way. We all, as Lee said, have our ups and downs and different directions in life but we have to pull together. This country needs to learn to pull together to make it a better place. My wife is not here but if she heard that Mr. Duncan was trying to lower the price she would not be really happy about that. I will put that in as a comment from her. We hope it works. This is a prime example of planning and good planning so you can prevent these types of things from happening. I do not envy your job. Good luck with it.

Mayor Williams – The public hearing is still open. Would anyone else like to speak about the dumpster? Hearing none, the public hearing is now closed. We will now have consideration by our Public Buildings and Welfare Committee Chair, Mrs. Valerie Butler.

Councilwoman Butler – We have now heard public comments from Mr. Turner as well as the owner, Mr. Lee Duncan. I would like to make a motion to approve the license agreement considering the change recommended by Mr. Duncan between Wharf Hill, LLC and the Town of Smithfield for the dumpster.

Councilwoman Tynes – Second.

Mayor Williams – A motion has been made and properly seconded. Is there any further discussion?

Councilman Pack – Could we clarify the motion please? Was it a motion to approve the lease with Mr. Duncan's requested change of \$500.00 and he will do the maintenance.

Councilwoman Butler – Yes.

Councilman Pack – Mr. Thrower, could you weigh in on that and what the town's position may be on having a private citizen maintain a public parking lot?

Town Manager – My initial thoughts on that is that it would probably be better if the town maintained its own property to ensure that the town standards are met for maintenance. Without maintenance being defined, it could get a little ambiguous in the future. I would recommend that the town retains maintenance of the parking lot. If you want to lower the rental amount, it is totally your prerogative to do so.

Councilwoman Tynes – My question is for our Town Attorney. With the recommendations that our Town Manager just gave us, I want to ask if we are responsible for anything that happens on our property. If we wanted to agree with what Mr. Duncan just asked us and we approved it and someone goes down there and gets hurt because the property was not maintained then it is the town's responsibility. Is that correct?

Town Attorney – It is the town's property. The town has liability for it.

Councilwoman Tynes – That is all I wanted to know. Because of that, I would recommend that we just keep the contract the way that it is. I do not want something to happen. We will be liable anyway.

Town Manager – That is another good point. The town would be liable.

Councilwoman Tynes – And because we are liable, we need to be the ones to maintain our own property to make sure it is up to par with no dangers there and it is safe for the public.

Councilwoman Haywood – I have a question for Councilman Pack? Who maintains the parking lot across from the Smithfield Station?

Councilman Pack – We own it so we maintain it.

Councilwoman Haywood – Does that include the part for people to go to the park? Do you own that?

Councilman Pack – Yes. It all belongs to the Smithfield Station. When Mr. Luter wanted to build the park, he wanted to bring a bridge across there. We wanted one. He asked if people could park there and we agreed to let folks park there if they put the bridge there. It is all owned and maintained by us. There is a property line there where the town owns the sidewalk and some of the grass. My grass cutters cut some and the town cuts theirs.

Councilwoman Haywood – So, you maintain it.

Councilman Pack – Yes. We maintain the parking lot and the parking lot belongs to us.

Mayor Williams – I think Mr. Duncan is looking to reduce the \$1,800.00 a year. I do not know how we arrived at that price. I do not remember the discussion on it. I will have to go back and look at the minutes.

Councilman Pack – It was \$150.00 per month.

Councilwoman Haywood – It was for maintaining the parking lot which was a big chunk of that.

Councilman Pack – We were concerned because it is not a really packed parking lot with floods coming in. The weight of the trash truck was going to require more maintenance than if it were paved.

Councilwoman Butler – This was something new for us. We really did not have any precedents to determine what the monthly rent would be.

Mayor Williams – The point here is that we have to maintain the parking lot even if the dumpster was not there. I just think \$1,800.00 is a little bit high. The rest of you can weigh in on it.

Councilwoman Haywood – I agree with you.

Councilwoman Butler – I agree.

Mayor Williams – I think it is a little bit high; but I do not know what would be reasonable. We have to fill the holes, cut the grass and do the trimming anyway. If we are going to have someone pay us a little bit to do that for using a 10' x 10' square area, it is less that we have to do. I think \$1,000.00 per year would be reasonable. Please weigh in with your opinions.

Councilman Pack – We have two other pieces of property on lease with the town that I am aware of. One is the property at the Smithfield Station where the boardwalk goes from the end out towards the old bridge right-of-way. We maintain and take care of all of that because we lease it. We pay \$500.00 a year. The second piece that I am aware of is the lease with the Smithfield Winery. I believe that one is \$500.00 a year as well but we do not do any maintenance out there. It seems if we did \$1,000.00 it would provide for the additional maintenance.

Mayor Williams – The only additional maintenance that we would have to take care of is if the truck goes in there and messes it up. We would have to add some rock to it.

Councilwoman Tynes – Since Mr. Pack just explained that we have two other businesses that are only charged \$500.00 a month for their lease, I think we need to be consistent to be fair to everyone. We will have a little maintenance more so than with the others. Perhaps the lease could be \$500 and then add some for the maintenance. We need to figure about how much the maintenance would cost us to maintain it if we need to. He said his staff could mow the lawn and we could maintain the gravel area ourselves.

Councilman Hall – Why don't we just cut it in half and make the amount \$900.00 per year? That would be a win/win for everyone.

Mayor Williams – We have a motion on floor that says we accept this agreement with the proposed amendment of \$500.00 per year and Mr. Duncan's company would handle the maintenance.

Town Attorney – If you want to propose an amendment to that, Councilwoman Butler could accept an amendment to her motion. Or you can kill the motion and start over again.

Mayor Williams – Is everyone clear with the motion on the floor? Is there any further discussion? Roll call vote for the motion on the floor.

On call for the vote, seven members were present. Councilwoman Tynes voted nay, Vice Mayor Smith voted nay, Councilman Hall voted nay, Councilman Pack voted nay, Councilwoman Butler voted nay, Councilwoman Haywood voted nay, and Mayor Williams voted nay. The motion was defeated unanimously.

Councilwoman Butler – I would like to make a motion to approve the license agreement between Wharf Hill Brewing, LLC and the Town of Smithfield for the dumpster with the change of reducing the annual rent from \$1,800.00 to \$900.00.

Councilwoman Tynes – Second.

Mayor Williams – A motion has been made and properly seconded. Is there any further discussion? Hearing none, roll call vote.

On call for the vote, seven members were present. Councilwoman Tynes voted aye, Vice Mayor Smith voted aye, Councilman Pack voted aye, Councilman Hall voted

aye, Councilwoman Butler voted aye, Councilwoman Haywood voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Mayor Williams – We will now move to New Business with a Motion to Request Town Office Closure from 9:00 a.m. until 2:00 p.m. on December 7<sup>th</sup>, for Employee Training and Holiday Luncheon.

Town Manager – Honorable Mayor and Council, we are requesting that you approve an office closure from 9:00 a.m. until 2:00 p.m. for our employee training and holiday luncheon. I believe this requires your approval to do such. We have some training that we need to do that our HR Director is working on. I saw a preview today and it looks very exciting. This would be on December 7<sup>th</sup>.

Councilwoman Tynes – So moved.

Councilman Pack – Second.

Mayor Williams – A motion has been made and properly seconded. Is there any further discussion? Hearing none, roll call vote.

On call for the vote, seven members were present. Councilwoman Tynes voted aye, Vice Mayor Smith voted aye, Councilman Pack voted aye, Councilman Hall voted aye, Councilwoman Butler voted aye, Councilwoman Haywood voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Mayor Williams – Under new business, we are going to add a Motion to Authorize the Purchase to Retrofit Pump from Xylem in the Amount of \$17,820.00.

Councilman Smith – Thank you, Mr. Mayor. We are in the market to buy a new dry, prime motor adaptor pump. This is supposed to increase the pressure to HRSD. It costs \$17,820.00. Does anyone have any questions?

Town Manager – It is not specifically budgeted but we can move some line items around to pay for it. It is something we need.

Councilman Smith – I would like to make a motion that we approve the purchase of the dry pump for \$17,820.00.

Councilman Pack – Second.

Mayor Williams – A motion has been made and properly seconded. Is there any further discussion? Hearing none, roll call vote.

On call for the vote, seven members were present. Councilman Hall voted aye, Councilman Pack voted aye, Councilwoman Butler voted aye, Councilwoman Haywood

voted aye, Vice Mayor Smith voted aye, Councilwoman Tynes voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Mayor Williams – Our next item is a Motion to Move the January 1<sup>st</sup>, 2019 Town Council Meeting to January 8<sup>th</sup>, 2019 Due to the New Year's Holiday. Our Town Clerk brought this to our attention. January 1<sup>st</sup> is New Year's Day so we need to move the meeting to either the 2<sup>nd</sup> or the next Tuesday, January 8<sup>th</sup>, 2019.

Councilman Pack – Mr. Mayor, I think we historically have moved it the full week rather than having it on a Wednesday which can confuse the public schedule. I would make a motion to move it to January 8<sup>th</sup>, 2019.

Councilwoman Tynes – Second.

Mayor Williams – A motion has been made and properly seconded. Is there any further discussion? The only problem I see with it is that we will be three weeks since committee meetings.

Councilwoman Tynes – The reason I agree with Councilman Pack is because it is a holiday season. If we go back to Wednesday, January 2<sup>nd</sup>, there could be people still travelling. It would give them a week to come back.

Councilwoman Butler – There is a VML Finance Forum on January 8<sup>th</sup>. Does anyone usually attend that?

Councilwoman Tynes – It is in Richmond. They hold forums all the time.

Councilman Hall – There is a Planning Commission meeting that night as well. Is that a problem?

Mayor Williams – No. We have had meetings before on the same night. It will be fine.

Mayor Williams – There is a motion to move the meeting to January 8<sup>th</sup>, 2019. Is there any further discussion? Hearing none, roll call vote.

On call for the vote, seven members were present. Councilman Hall voted nay, Councilman Pack voted aye, Councilwoman Butler voted aye, Councilwoman Haywood voted aye, Vice Mayor Smith voted aye, Councilwoman Tynes voted aye, and Mayor Williams voted aye. There was one vote against the motion. The motion passed.

Mayor Williams – Our next item is Approval of the Town Council Meeting Minutes of October 9<sup>th</sup>, 2018.

Town Attorney – Mr. Mayor and members of Council, I recommend the minutes be approved as presented.

Councilman Pack – So moved.

Councilman Hall – Second.

Mayor Williams – A motion has been made and properly seconded. All those in favor say aye, opposed say nay.

On call for the vote, seven members were present. Councilman Hall voted aye, Councilman Pack voted aye, Councilwoman Butler voted aye, Councilwoman Haywood voted aye, Vice Mayor Smith voted aye, Councilwoman Tynes voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Mayor Williams - We will now move to Old Business. Is there any old business? Hearing none, we will now move to our Closed Session.

Town Attorney – Mr. Mayor, we need a motion to go into closed session for the purpose of consultation with legal counsel as to actual pending litigation and consultation with legal counsel as to actual legal matters requiring legal advice pursuant to 2.2-3711A. 7 & 8 of the Code of Virginia.

Councilman Hall – So moved.

Vice Mayor Smith – Second.

Mayor Williams – A motion has been made and properly seconded. All those in favor say aye, opposed say nay.

On call for the vote, seven members were present. Councilman Hall voted aye, Councilman Pack voted aye, Councilwoman Butler voted aye, Councilwoman Haywood voted aye, Vice Mayor Smith voted aye, Councilwoman Tynes voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

*Town Council went into closed session at 8:25 p.m.*

*Town Council went back into open session at 8:55 p.m.*

Mayor Williams – We need a motion to go back into open session.

Councilman Hall – So moved.

Councilwoman Tynes – Second.

Mayor Williams – A motion has been made and properly seconded. All those in favor say aye, opposed say nay.

On call for the vote, seven members were present. Councilman Hall voted aye, Councilman Pack voted aye, Councilwoman Butler voted aye, Councilwoman Haywood voted aye, Vice Mayor Smith voted aye, Councilwoman Tynes voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Town Attorney – Mr. Mayor, we need a motion that during the closed session there was only a consultation with legal counsel as to actual pending litigation and a consultation as to legal matters requiring legal advice pursuant to 2.2-3711A. 7 & 8 of the Code of Virginia.

Vice Mayor Smith – So moved.

Councilman Pack – Second.

Mayor Williams – A motion has been made and properly seconded. All those in favor say aye, opposed say nay.

On call for the vote, seven members were present. Councilman Hall voted aye, Councilman Pack voted aye, Councilwoman Butler voted aye, Councilwoman Haywood voted aye, Vice Mayor Smith voted aye, Councilwoman Tynes voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Mayor Williams – Is there any further business to come before Council tonight? Hearing none, we stand adjourned.

The meeting was adjourned at 8:56 p.m.



Mr. T. Carter Williams  
Mayor



Mrs. Lesley King  
Town Clerk