

Lebanon Town Council Organizational Meeting
Town Hall, Lebanon, VA
Monday, July 2, 2018
10:00 A.M.

Council Members Present: Nelson A. "Tony" Dodi, Mayor
DeAnna C. Jackson, Vice Mayor
J. Hassel Kegley, Council Member
A. Doyle Fields, Council Member
Scott J. Gilmer, Council Member
Kevin B. Ferguson, Council Member
Mary Stanley, Council Member

Staff Members Present: Mark A. Mitchell, Town Manager
Jackie L. Hubbard, Financial Administrator
Mark A. Mitchell, Chief of Police
Diane Nunley, Clerk of Council
Kevin Tiller, Town Attorney

I. The meeting was called to order by Mayor Dodi.

II. Prayer: Mr. Mark Mitchell

III. Pledge of Allegiance

IV. Edit for items not on the agenda:

Upon motion made by Ms. Jackson, seconded by Mr. Kegley, the agenda was unanimously approved. The vote was as follows: Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye; Ms. Stanley, Aye.

V. Adopt Robert's Rules of Order:

Upon motion made by Mr. Kegley, seconded by Ms. Stanley, the Town Council unanimously voted to adopt Robert's Rules of Order for conduct of council meetings. The vote was as follows: Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye; Ms. Stanley, Aye.

VI. Appoint Vice Mayor:

Upon motion made by Mr. Gilmer, seconded by Mr. Kegley, the Town Council voted to appoint DeAnna C. Jackson as Vice Mayor of the Town Council for a two-year term beginning July 1, 2018. The vote was as follows: Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye; Ms. Stanley, Aye.

VII. Appoint Town Manager:

Upon motion made by Mr. Kegley, seconded by Mr. Fields, the Town Council unanimously voted to appoint Mark A. Mitchell as Town Manager to serve at the will and pleasure of the council. The vote was as follows: Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye, Ms. Stanley, Aye.

VIII. Appoint Chief of Police:

Upon motion made by Mr. Kegley, seconded by Mr. Gilmer, the Town Council unanimously voted to appoint Mark A. Mitchell as Chief of Police to serve at the will and pleasure of the council. The vote was as follows: Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye; Ms. Stanley, Aye.

IX. Appoint Financial Administrator:

Upon motion made by Ms. Jackson, seconded by Mr. Fields, the Town Council voted to appoint Jackie Hubbard as Financial Administrator to serve at the will and pleasure of the council. The roll call vote was as follows: Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Nay; Mr. Ferguson, Aye; Ms. Stanley, Aye.

X. Appoint All Town Employees:

Upon motion made by Mr. Fields, seconded by Mr. Kegley, the Town Council unanimously voted to appoint all Town Employees to their existing positions with the salaries established by the 2018-2019 budget. The vote was as follows: Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye; Ms. Stanley, Aye.

XI. Appoint Town Treasurer:

Upon motion made by Ms. Jackson, seconded by Mr. Kegley, the Town Council unanimously voted to appoint Mark A. Mitchell as Town Treasurer to serve at the will and pleasure of the council. The vote was as follows: Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye; Ms. Stanley, Aye.

XII. Appoint Clerk of Council:

Upon motion made by Mr. Fields, seconded by Ms. Stanley, the Town Council unanimously voted to appoint Diane Nunley as Clerk of Council to serve at the will and pleasure of the council. Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye; Ms. Stanley, Aye.

XIII. Appoint Town Attorney:

Upon motion made by Ms. Jackson, seconded by Mr. Gilmer, the Town Council unanimously voted to appoint Kevin Tiller as Town Attorney to serve at the will and pleasure of the council. Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye; Ms. Stanley, Aye.

XIV. Appoint Zoning Administrator:

Upon motion made by Mr. Fields, seconded by Mr. Kegley, the Town Council unanimously voted to appoint Mark A. Mitchell as Zoning Administrator to serve at the will and pleasure of the council. Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye; Ms. Stanley, Aye.

XV. Appoint Council Committee Members and Chair Persons:

Upon motion made by Ms. Jackson, seconded by Mr. Kegley, the Town Council unanimously voted to establish the council committees and chair persons as amended:

Finance – Scott Gilmer, Chair Person; Hassel Kegley, Member; A. Doyle Fields, Member
Personnel, Fire, Police – A. Doyle Fields, Chair Person; Scott Gilmer, Member; Mary Stanley, Member

Parks and Recreation – DeAnna C. Jackson, Chair Person; Kevin Ferguson, Member; A. Doyle Fields, Member

Water and Wastewater – Mary Stanley, Chair Person; DeAnna Jackson, Member; Kevin Ferguson, Member

Street – J. Hassel Kegley, Chair Person; Mary Stanley, Member; Scott Gilmer, Member

Sanitation – Kevin B. Ferguson, Chair Person; Hassel Kegley, Member; DeAnna C. Jackson, Member

The Mayor and Town Manager are ex officio members of each committee.

The vote was as follows: Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye; Ms. Stanley, Aye.

XVI. Appoint Planning Commission Members:

Upon motion made by Mr. Kegley, seconded by Mr. Gilmer, the Town Council voted to appoint the following to the Planning Commission for a two-year term beginning July 1, 2018:

Donald Ramey, Chairman
Tim Coleman, Vice-Chairman
J. S. Easterly, Jr., Clerk
DeAnna C. Jackson, Member
R. D. Snead, Member
Stephen Quillen, Member
Mark A. Mitchell, Member

The vote was as follows: Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye; Ms. Stanley, Aye.

XVII. Appoint Lebanon Housing Board Members:

Upon motion made by Mr. Fields, seconded by Mr. Kegley, the Town Council voted to appoint the following to the Lebanon Housing Board for a two-year term beginning July 1, 2018:

Mark A. Mitchell, Chairman
Nelson A. "Tony" Dodi
Hassel Kegley
Kevin Ferguson
Connie Hayes

The vote was as follows: Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye; Ms. Stanley, Aye.

XVIII. Appoint Board of Zoning Appeals:

Upon motion made by Mr. Ferguson, seconded by Mr. Kegley, the Town Council unanimously voted to appoint the following to the Lebanon Board of Zoning Appeals for a two-year term beginning July 1, 2018:

Bernard Fletcher
Jamie Farley
DeAnna Jackson
Judy Lockridge
Scott Gilmer

The vote was as follows: Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye; Ms. Stanley, Aye.

XIX. Adopt Motor Vehicle Laws:

Upon motion made by Mr. Kegley, seconded by Mr. Gilmer, the Town Council unanimously voted to adopt the motor vehicle laws as further set out in Title 18.2, 19.2, and 46.2 of the Code of Virginia. The roll vote was as follows: Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye; Ms. Stanley, Aye.

XX. Review Freedom of Information Act:

Mr. Kevin Tiller, Town Attorney, reviewed the Freedom of Information Act with the Town Council in closed session.

XXI. Appoint FOIA Officer:

Upon motion made by Mr. Kegley, seconded by Mr. Fields, the Town Council unanimously voted to appoint Stephanie L. Burke as Freedom of Information Act Officer to serve at the will and pleasure of the Council. The vote was as follows: Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye; Ms. Stanley, Aye.

XXII. Authorize signatures on grants and other legal documents:

Upon motion made by Mr. Gilmer, seconded by Mr. Kegley, the Town Council unanimously voted to authorize the Mayor and Town Manager to sign all pertinent documentation for federal, state, and/or local grants and any and all other contracts, agreements, funding and/or all legal town documents. The vote was as follows: Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye; Ms. Stanley, Aye.

XXIII. Set regular monthly council meetings:

Upon motion made by Ms. Jackson, seconded by Mr. Kegley, the Town Council unanimously voted to set the regular monthly council meetings for the second Monday of each month at 6:00 P.M., except for October and November, which will be held on the second Tuesday, due to the holiday. The vote was as follows: Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye; Ms. Stanley, Aye.

XXIV. Review Town Financial Data:

Mayor Dodi discussed the Town Financial Data, no comments from council members.

XXV. Discuss Town Purchasing Policy:

Mr. Mitchell requested training for himself and other town employees on eVA – Virginia eProcurement Portal.

XXVI. Discuss MOU with Board of Supervisors:

Mayor Dodi discussed the MOU with the Board of Supervisors, his concern was that the property was located out of town.

Upon motion made by Mr. Fields, seconded by Mr. Gilmer the Town Council unanimously voted to approve with discussion the MOU. The vote was as follows: Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye; Ms. Stanley, Aye.

XXVII. Approve Event Offer:

Mayor Dodi discussed to increase the offer amount to \$13,700 for the Kentucky Headhunters for the bicentennial event. Steel Fab has agreed to sponsorship the stage. The roll call vote was as follows: Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye; Ms. Stanley, Aye.

Mayor Dodi requested all the council to think of town citizens to have on committees for the bicentennial events and also to set a Public Hearing for community input on July 23, 2018 at 6:00 P.M.

Upon motion by Mr. Gilmer, seconded by Ms. Stanley, the Town Council unanimously vote to have a public hearing for community input on July 23, 2018 at 6:00 P.M. The vote was as follows: Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye; Ms. Stanley, Aye.

XXVIII. Discuss Town Website Updates:

Mr. Gilmer discussed with the council the need to update the Town's website and the need to be on social media. Mayor Dodi requested a committee for the Town's website and social media, the members consist of Mary J. Stanley and Scott Gilmer.

Upon motion made by Mr. Gilmer, seconded by Mr. Ferguson, the Town Council unanimously voted to get quotes for developing a new website or just training employees on the present one. The vote was as follows: Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye; Ms. Stanley, Aye.

XXIX. Town Managers Report:

Mr. Mitchell recommended the item for town employees at the Town picnic, which is set for August 14, 2018, be the Coleman oversized cooler chairs. The price from Top Line Advertising was approximately \$40 per chair with the town logo on the back.

Upon motion made by Mr. Fields, seconded by Ms. Jackson, the Town Council unanimously voted to purchase 65 red Coleman chairs with the town logo from Top Line Advertising and purchase another item to give to the Town's summer help employees. The vote was as follows: Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye; Ms. Stanley, Aye.

Mr. Mitchell requested from the council the direction they would like for him to take concerning Nuisance and/or Derelict properties.

Mr. Mitchell advised the council he is getting bids to install electricity at the Old Mill Park and Fire Hall.

Mr. Mitchell updated the council on his last meeting with Chris Horton from Commonwealth Organics, LLC., Mr. Horton seems very interested in this area.

Mr. Mitchell advised the council the pool is leaking water, the water department worked Saturday but was unable to stop the leak but he feels the pool will be able to operate this year. The Council agreed for Mr. Mitchell to be getting quotes on reconstructing the pool.

Mr. Gilmer discussed the parking lot near Lebanon Elementary School and requested Mr. Mitchell get ideas on ways to utilize the space, maybe designs and different pattern of parking, plus getting an estimate from W-L Construction on paving.

Mr. Mitchell updated the council on the Splash Pad, they should be pouring concrete today and tomorrow, and he would be in touch with Steffey Construction about the construction of the building.

XXX. Recess 11:07 A.M.

XXXI. Enter closed session: 11:17 A.M.

A. Upon motion made by Mr. Ferguson, seconded by Mr. Gilmer, the Town Council unanimously voted to go into closed session under Code Section 2.2-3711 (A)(1)(7) for the purpose of discussing personnel and legal issues. The vote was as follows: Mr. Kegley, aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye; Ms. Stanley, Aye.

B. Upon motion made by Mr. Kegley, seconded by Mr. Fields, the Town Council unanimously voted to return to regular session. The vote was as follows: Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye; Ms. Stanley, Aye.

C. A. Diane Nunley, Clerk of Council, presented the Roll Call Vote:

Virginia Code, 1950, Section 2.2-3712(D)

Do you certify that to the best of your knowledge, (1) the Town Council in its' closed session; only discussed public business matters lawfully exempted from open meeting requirements under this Chapter and (2) that only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the Town Council. Any member of the Town Council who believes that there was a departure from the requirements of clauses (1) and (2), shall so state prior to the vote, indicating the substance of the departure that, in their judgment, has taken place.


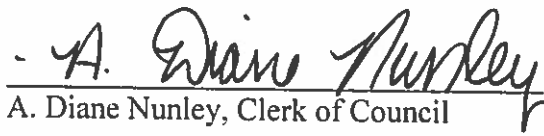
The roll call vote was as follows: Mayor Dodi, Aye; Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye; Ms. Stanley, Aye; Mr. Tiller, Aye; Mr. Mitchell, Aye.

XXXII. Adjourn closed session: 12:08 P.M.

XXXIII. Upon motion made by Mr. Gilmer, seconded by Ms. Jackson, the Town Council unanimously voted to modify the town attorney rate to the discussed rate in closed session. The vote was as follows: Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye; Ms. Stanley, Aye.

XXXIV. Adjourn: 12:10 P.M.

Upon motion made by Mr. Fields, seconded by Mr. Kegley, the Town Council unanimously voted to adjourn. The vote was as follows: Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye; Ms. Stanley, Aye.

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Nelson A. "Tony" Dodi, Mayor A. Diane Nunley, Clerk of Council

Minutes recorded by: A. Diane Nunley, Clerk of Council
Minutes prepared by: A. Diane Nunley, Clerk of Council