

Lebanon Town Council  
Regular Monthly Meeting  
Town Hall, Lebanon, Virginia  
Monday, January 13, 2025  
6:00 P.M.

Council Members Present: Nelson A. "Tony" Dodi, Mayor  
DeAnna C. Jackson, Vice- Mayor  
Scott J. Gilmer, Council Member  
M. Elijah Leonard, Council Member  
W. Bradley Lambert, Council Member  
Nina J. Fields, Council Member

Council Members Absent: J. Leonard Kegley, Council Member

Staff Members Present: Andrew R. Shortt, Town Manager  
Kevin D. Tiller, Town Attorney  
Richard Eric Deskins, Chief of Police  
A. Diane Nunley, Clerk of Council

- I. The meeting was called to order by Mayor Dodi.
- II. Prayer: Jeff Tallent Pastor Lebanon Memorial United Methodist Church
- III. Pledge of Allegiance
- IV. Edit for items not on the agenda:

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

- V. Edit and approve minutes from the 12/03/24 council meeting, 12/17/24 reconvened council meeting, 01/02/25 reconvened council meeting:

Mr. Tiller advised that the time was incorrect in the 01/02/25 reconvened council meeting on item number 26 and item 27 should be A.M. instead of P.M.

Upon motion made by Mr. Leonard, seconded by Mr. Lambert, the minutes of the 12/03/24 council meeting, 12/17/24 reconvened council meeting, 01/02/25 reconvened council meeting as amended were unanimously approved. The vote was as follows: Ms. Jackson, Aye; Mr. Gilmer, Aye; Mr. Leonard, Aye; Mr. Lambert, Aye; Ms. Fields, Aye.

- VI. Approve accounts payable and capital assets for the month of December:

Mr. Shortt presented an A/P Preliminary Report Part B. Mr. Gilmer requested to add the invoice from Steffey Construction for the first draw down for the construction work at the Russell Theater Pavilion for the amount of \$60,000.00.

Upon motion made by Mr. Gilmer, seconded by Mr. Leonard, the accounts payable for the month of December including the A/P Preliminary Report Part B plus including the invoice from Steffey Construction in the amount of \$60,000.00 was unanimously approved. The vote was as follows: Ms. Jackson, Aye; Mr. Gilmer, Aye; Mr. Leonard, Aye; Mr. Lambert, Aye; Ms. Fields, Aye.

VII. Public Hearing

An application submitted by Delmer Vencill for a Conditional Use Permit to build a 1536 square foot car garage the property is located at 218 Fincastle Road.

Planning Commission Members Present

Judy Lockridge-Chair Person  
David Boyd, Vice-Chairman  
DeAnna Jackson, Member  
Drew Shortt, Member  
David Coleman, Member  
Reece Henry, Member  
Doug Lark, Member

- A. Enter into public hearing: 6:06 P.M.
- B. Mr. Vencill stated that he plans to build a three-bay car garage. He stated that the garage will be about 75ft from his home plus about 100 ft to 150 ft from any adjacent property owner.
- C. No one spoke in opposition.
- D. Upon motion made by Mr. Shortt, seconded by Mr. Boyd, the Planning Commission voted to approve the application submitted by Delmer Vencill for a conditional use permit to build a 1536 square ft car garage as presented. The vote was as follows: Ms. Lockridge, Aye; Mr. Boyd, Aye; Ms. Jackson, Aye; Mr. Shortt, Aye; Mr. Coleman, Aye; Mr. Henry, Aye; Mr. Lark, Aye.
- E. Adjourn public hearing: 6:11 P.M.

VIII. Ms. Lockridge recommended on behalf of the Planning Commission to approve the Conditional Use permit submitted by Delmer Vencill to build a 1536 square ft car garage as presented.

Upon motion made by Ms. Jackson, seconded by Mr. Gilmer, the Town Council unanimously voted to approve the conditional use permit submitted by Delmer Vencill to build a 1536 square ft car garage at 218 Fincastle Road as presented. The vote was as follows: Ms. Jackson, Aye; Mr. Gilmer, Aye; Mr. Leonard, Aye; Mr. Lambert, Aye; Ms. Fields, Aye.

IX. Public Request

Doro Martin presented the Town Council with a flag with the Parks and Recreation logo on it to Thank them for their support for Vet-Fest. She requested the Town Council approve September 27<sup>th</sup> for the Vet-Fest event. She stated that they had to separate from Fallen Warriors due to the fact that Fallen Warrior requested that the Vet-Fest event be moved to other Towns each year. Ms. Martin stated that she was committed to the Town of Lebanon as well as other Vet-Fest members. Ms. Martin discussed the events planned for the 2025 Vet-Fest. She stated that last year they were able to donate \$11,200.00 to Stop Solder Suicide.

Upon motion made by Mr. Leonard, seconded by Ms. Fields, the Town Council unanimously voted to approve September 27<sup>th</sup> for the Vet-Fest event in the Town Park area. The vote was as follows: Ms. Jackson, Aye; Mr. Gilmer, Aye; Mr. Leonard, Aye; Mr. Lambert, Aye; Ms. Fields, Aye.

X. New Business

**Appoint Small Business Advisory Board**

Mayor Dodi questioned if Council Members had names to nominate to the Small Business Advisory Board. Mayor Dodi advised that his plans for the Small Business Advisory Board is to work with small downtown businesses to help motivate, reenergize, alert of available funding as well as all businesses in the Town of Lebanon. He stated that a member of the Small Business Administration from Richmond plans to meet with the committee. Mayor Dodi requested the Town Council make a recommendation to appoint someone to the Small Business Advisory Board. Mr. Gilmer recommended Tim Fields. Ms. Fields recommended Melissa Kiser. Ms. Jackson recommended Melanie Waugh. Mayor Dodi recommended Ernie McFadden. Mr. Lambert recommended Kim Watson, Jessica Lambert, Eric Adams and Carmine Graziano. Mr. Leonard recommended David Leonard.

Ms. Fields questioned if their recommendation should be someone that owns a business in the Town of Lebanon. Mayor Dodi stated that he thought that would be to the Town's best interest if the person lived or owned a business in Town. Therefore Ms. Fields requested to change her recommendation from Melissa Kiser to Tammy Morrison. The Town Council discussed some of the recommended citizens.

Mr. Gilmer recommended only five members to the Small Business Advisory Board. The Town Council agreed to vote on each nomination.

Upon motion made by Mr. Lambert, seconded by Mr. Leonard, the Town Council voted to appoint Kim Watson as a member of the Small Business Advisory Board. The roll call vote was as follows: Ms. Jackson, Aye; Mr. Gilmer, Aye; Mr. Leonard, Aye; Mr. Lambert, Aye; Ms. Fields, Nay.

Upon motion made by Mr. Lambert, seconded by Mr. Gilmer, the Town Council voted to appoint Jessica Lambert as a member of the Small Business Advisory Board. The roll call vote was as follows: Ms. Jackson, Aye; Mr. Gilmer, Aye; Mr. Leonard, Aye; Mr. Lambert, Aye; Ms. Fields, Aye.

Upon motion made by Ms. Fields, to appoint Tammy Morrison as a member of the Small Business Advisory Board. The motion failed for a lack of a second.

Upon motion made by Mr. Leonard, seconded by Ms. Jackson, the Town Council voted to appoint David Leonard as a member of the Small Business Advisory Board. The roll call vote was as follows: Ms. Jackson, Aye; Mr. Gilmer, Aye; Mr. Leonard, Aye; Mr. Lambert, Nay; Ms. Fields, Nay.

Upon motion made by Ms. Jackson, seconded by Mr. Gilmer, the Town Council voted to appoint Melanie Waugh as a member of the Small Business Advisory Board. The roll call vote was as follows: Ms. Jackson, Aye; Mr. Gilmer, Aye; Mr. Leonard, Aye; Mr. Lambert, Aye; Ms. Fields, Aye.

Upon motion made by Mr. Gilmer, seconded by Ms. Jackson, the Town Council voted to appoint Tim Fields as a member of the Small Business Advisory Board. The roll call vote was as follows: Ms. Jackson, Aye; Mr. Gilmer, Aye; Mr. Leonard, Aye; Mr. Lambert, Aye; Ms. Fields, Aye.

Upon motion made by Mr. Gilmer, seconded by Mr. Lambert, the Town Council voted to appoint Ernie McFaddin as an advisor to the Small Business Advisory Board. The roll call vote was as follows: Ms. Jackson, Aye; Mr. Gilmer, Aye; Mr. Leonard, Aye; Mr. Lambert, Aye; Ms. Fields, Aye.

Mayor Dodi stated that he would meet with Mr. Shortt to prepare guidelines for the Small Business Advisory Board before contacting them. Mayor Dodi stated that he thought the Small Business Advisory Board should meet quarterly or whatever is necessary. Mr. Gilmer asked if Shane Farmer should attend the meetings to assist with the funding. Mayor Dodi suggested that Mr. Farmer can attend as needed.

#### XI. Recognition Police Officers

Chief Deskins recognized Brayden Plaster and Samuel Campbell for completing the Police Academy on December 12, 2024. He stated that both of the officers completed in top of their class in testing. Chief Deskins presented Brayden Plaster and Samuel Campbell with the Lebanon Police Department Code of Ethics oath. Mayor Dodi expressed his and the Town Council's appreciation to Officer Plaster and Officer Campbell for their accomplishments at the Police Academy.

#### XII. Town Managers Report

##### **Recreation Center Cleaning Contract-Wright Way Cleaning**

Mr. Shortt presented a quote from Wright Way Cleaning to clean the Parks and Recreation facility at a cost of \$125.00 per cleaning. The quote recommended cleaning two times a week in the winter and three times a week in the summer.

Upon motion made by Mr. Gilmer, seconded by Mr. Lambert, the Town Council unanimously voted to approve the quote from Wright Way Cleaning at the amount of \$125.00 to clean the Parks and Recreation Facility two times a week but use it as a fee for service instead of a contract. The vote was as follows: Ms. Jackson, Aye; Mr. Gilmer, Aye; Mr. Leonard, Aye; Mr. Lambert, Aye; Ms. Fields, Aye.

Mr. Leonard requested the Parks and Recreation Director understand that employees must continue cleaning and maintaining the facility between Wright Way Cleaning services

### **VDOT Crosswalk**

Mr. Shortt advised that the Town Council needs to make a decision regarding the Old Mill Park Crosswalk. He stated that VDOT proposed for the crosswalk to be closed off to traffic around sixty to eighty feet of the turn lane starting at the crosswalk. The Town Council discussed this project. The Town Council requested the closed area be striped.

Upon motion made by Mr. Lambert, seconded by Mr. Gilmer, the Town Council unanimously voted to move forward with the VDOT Crosswalk located at the Old Mill Park as presented. The vote was as follows: Ms. Jackson, Aye; Mr. Gilmer, Aye; Mr. Leonard, Aye; Mr. Lambert, Aye; Ms. Fields, Aye.

### **Engineering RFP**

Mr. Shortt presented the Engineering RFP. He advised that the Engineering Service is up for renewal therefore it must run two consecutive weeks in the Lebanon News plus letters mailed out to Minority Business Enterprise/Women Business Enterprise for engineering services.

Upon motion made by Mr. Gilmer, seconded by Mr. Lambert, the Town Council unanimously voted to advertise the Engineering RFP as presented. The vote was as follows: Ms. Jackson, Aye; Mr. Gilmer, Aye; Mr. Leonard, Aye; Mr. Lambert, Aye; Ms. Fields, Aye.

### **Water Funding Updates**

Mr. Shortt stated that he checked on the Rural Development funding for the Water Plant project. He advised that currently Rural Development requires that the Town's water bill must be 1.5% of Lebanon's Median Household income which is currently \$57,578.00. He stated that using those figures a base water bill would be \$86.37.

Mr. Gilmer questioned Mr. Shortt concerning the new software CUSI, if he was working on strategies to get the citizens information. Mr. Shortt advised that CUSI has their own strategies to get the citizens information for them to enjoy the benefits of their system.

Mr. Leonard stated that in the Supervisors meeting January 7<sup>th</sup> it was noted that the computer used for uploading the water readings needs to be updated. Mr. Shortt stated that Ms. May was working with Fergusons to hopefully correct the issue. Mr. Leonard requested that Mr. Shortt notify him when Chuck with Bizzard can meet concerning the paving on Mill Avenue and Russell Street, he would like to attend the meeting also.

XIII. Chief of Police Report

Chief Deskins presented the monthly Police Report. Chief Deskins advised that the radios from 10-33 Communications that was approved at the last Town Council meeting will need to be revisited due to the fact that he spoke with someone from the Sheriff's office which informed him that they were not comfortable giving out the encryption code to the technician with 10-33 Communications. The Sheriff's office has dealt with only the technicians with the Motorola Radios. Chief Deskins presented a quote to purchase six Motorola Radios including collar mic, charger and programing for the amount of \$22,142.58.

Upon motion made by Mr. Leonard, seconded by Mr. Gilmer, the Town Council unanimously voted to amend their previous motion to purchase six Motorola Radios for the amount of \$22,142.58. The vote was as follows: Ms. Jackson, Aye; Mr. Gilmer, Aye; Mr. Leonard, Aye; Mr. Lambert, Aye; Ms. Fields, Aye.

Upon motion made by Mr. Lambert, seconded by Mr. Leonard, the Town Council unanimously voted to extend the previous agreement for Lebanon Police Officer to take home cars up to 25 miles to now extend the take home police vehicles up to 30 miles. The vote was as follows: Ms. Jackson, Aye; Mr. Gilmer, Aye; Mr. Leonard, Aye; Mr. Lambert, Aye; Ms. Fields, Aye.

XIV. Town Attorney Report

Mr. Tiller advised that he sent in the order concerning the Town Council's recommendation to reappoint Bernard Fletcher to the Board of Zoning Appeals but as of this time he has not received anything from the court.

XV. Enter closed session: 7:40 P.M.

- A. Upon motion made by Mr. Leonard, seconded by Mr. Lambert, the Town Council unanimously voted to go into closed session under Code Section 2.2-3711(A)(1)(7) for the purpose of personnel and legal. The vote was as follows: Ms. Jackson, Aye; Mr. Gilmer, Aye; Mr. Leonard, Aye; Mr. Lambert, Aye; Ms. Fields, Aye.
- B. Upon motion made by Mr. Lambert, seconded by Mr. Leonard, the Town Council unanimously voted to return to regular session. The vote was as follows: Ms. Jackson, Aye; Mr. Gilmer, Aye; Mr. Leonard, Aye; Mr. Lambert, Aye; Ms. Fields, 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; Ms. Jackson, Aye; Mr. Gilmer, Aye; Mr. Leonard, Aye; Mr. Lambert, Aye; Ms. Fields, Aye; Mr. Tiller, Aye; Mr. Shortt, Aye.

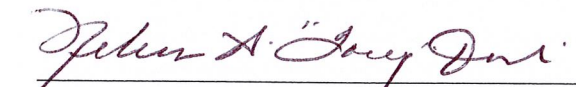
XVI. Adjourn closed session: 9:37 P.M.

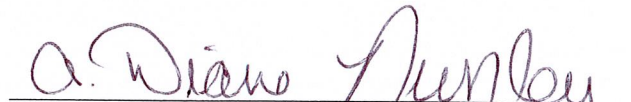
XVII. Mayor Dodi advised the Town Council that the Town recently purchased plaques for the Russell Theater which have been installed. He stated that Shane Farmer notified him that he felt his name should have been on the plaque. Mayor Dodi advised that getting a new plaque from Eddie's Trophies to add Mr. Farmer's name would cost around \$3,632.38. The Town Council agreed to check to see if there are other options to correct or replace the plaque.

Mr. Gilmer advised that Keith Steffey notified him that the electrical, staining, and the guttering were not included in the previous bid packet for the Russell Theater Pavilion. The Town Council agreed to get a quote from Steffey Construction for the electrical, staining and the guttering by the February Town Council meeting.

XVIII. Adjourn: 9:55 P.M.

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

  
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Nelson A. "Tony" Dodi, Mayor

  
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A. Diane Nunley, Clerk of Council

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

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