

Lebanon Town Council
Organizational Meeting
Town Hall, Lebanon, VA
Tuesday, July 1, 2014
9:00 A.M.

Council Members Present: Nelson A. "Tony" Dodi, Mayor
J. C. Boyd, Vice Mayor
Bill Bolling, Council Member
Hassel Kegley, Council Member
A. G. Griffith, Jr., Council Member
DeAnna C. Jackson, Council Member
A. Doyle Fields, Council Member

Staff Members Present: Jackie L. Hubbard, Controller
Mark Mitchell, Chief of Police
Stephanie Burke, Clerk of Council
Kevin Tiller, Town Attorney

Staff Members Absent: Michael L. Duty, Town Manager

- I. The meeting was called to order by Mayor Dodi.
- II. Prayer: Mr. Mark Mitchell
- III. Pledge of Allegiance: Mayor, Council and Staff Members
- IV. Edit for items not on the agenda:

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

- V. Adopt Robert's Rules of Order:

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

- VI. Appoint Vice Mayor:

Upon motion made by Mr. Fields, seconded by Mr. Kegley, the Town Council voted to appoint J. C. Boyd as Vice Mayor of the Town Council for a two-year term beginning July 1, 2014. The vote was as follows: Mr. Boyd, Abstain; Mr. Bolling, Aye; Mr. Kegley, Aye; Mr. Griffith, Aye; Ms. Jackson, Aye; Mr. Fields, Aye.

VII. Appoint Town Manager:

Upon motion made by Mr. Boyd, seconded by Mr. Fields, the Town Council unanimously voted to appoint Michael L. Duty as Town Manager to serve as described and acknowledged by the May 14, 2014 executed employment and severance agreement. The vote was as follows: Mr. Boyd, Aye; Mr. Bolling, Aye; Mr. Kegley, Aye; Mr. Griffith, Aye; Ms. Jackson, Aye; Mr. Fields, Aye.

VIII. Appoint Controller/Financial Administrator:

Upon motion made by Mr. Boyd, seconded by Mr. Bolling, the Town Council unanimously voted to appoint Jackie L. Hubbard as Controller/Financial Administrator to serve at the will and pleasure of the council. The vote was as follows: Mr. Boyd, Aye; Mr. Bolling, Aye; Mr. Kegley, Aye; Mr. Griffith, Aye; Ms. Jackson, Aye; Mr. Fields, Aye.

IX. Appoint Town Treasurer:

Upon motion made by Mr. Fields, seconded by Mr. Bolling, the Town Council unanimously voted to appoint Michael L. Duty as Town Treasurer to serve at the will and pleasure of the council. The vote was as follows: Mr. Boyd, Aye; Mr. Bolling, Aye; Mr. Kegley, Aye; Mr. Griffith, Aye; Ms. Jackson, Aye; Mr. Fields, Aye.

X. Appoint Town Engineer:

Upon motion made by Mr. Bolling, seconded by Mr. Boyd, the Town Council unanimously voted to appoint Michael L. Duty as Town Engineer to serve at the will and pleasure of the council. The vote was as follows: Mr. Boyd, Aye; Mr. Bolling, Aye; Mr. Kegley, Aye; Mr. Griffith, Aye; Ms. Jackson, Aye; Mr. Fields, Aye.

XI. Appoint Clerk of Council:

Upon motion made by Mr. Fields, seconded by Mr. Boyd, the Town Council unanimously voted to appoint Stephanie Burke as Clerk of Council to serve at the will and pleasure of the council. The vote was as follows: Mr. Boyd, Aye; Mr. Bolling, Aye; Mr. Kegley, Aye; Mr. Griffith, Aye; Ms. Jackson, Aye; Mr. Fields, Aye.

XII. Appoint Chief of Police:

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

XIII. Appoint Town Attorney:

Upon motion made by Mr. Bolling, seconded by Ms. Jackson, the Town Council unanimously voted to appoint Kevin Tiller as Town Attorney to serve at the will and pleasure of the council. The vote was as follows: Mr. Boyd, Aye; Mr. Bolling, Aye; Mr. Kegley, Aye; Mr. Griffith, Aye; Ms. Jackson, Aye; Mr. Fields, Aye.

XIV. Appoint Zoning Administrator:

Upon motion made by Mr. Boyd, seconded by Ms. Jackson, the Town Council unanimously voted to appoint Michael L. Duty as Zoning Administrator to serve at the will and pleasure of the council. The vote was as follows: Mr. Boyd, Aye; Mr. Bolling, Aye; Mr. Kegley, Aye; Mr. Griffith, Aye; Ms. Jackson, Aye; Mr. Fields, Aye.

XV. Appoint Assistant Zoning Administrator:

Upon motion made by Mr. Bolling, seconded by Mr. Boyd, the Town Council unanimously voted to appoint Jackie L. Hubbard as Assistant Zoning Administrator to serve at the will and pleasure of the council. The vote was as follows: Mr. Boyd, Aye; Mr. Bolling, Aye; Mr. Kegley, Aye; Mr. Griffith, Aye; Ms. Jackson, Aye; Mr. Fields, Aye.

XVI. Appoint Council Committee Members:

Upon motion made by Mr. Boyd, seconded by Mr. Bolling, the Town Council unanimously voted to establish the council committees as follows:

Finance, Personnel, Industry & Construction

J. C. Boyd, Chair Person
Hassel Kegley, Member
A. Doyle Fields, Member

Fire

A. Doyle Fields, Chair Person
Hassel Kegley, Member
A. G. Griffith, Jr., Member

Parks and Recreation

DeAnna C. Jackson, Chair Person
Bill Bolling, Member
A. Doyle Fields, Member

Water and Wastewater

Bill Bolling, Chair Person
DeAnna C. Jackson, Member
A. G. Griffith, Jr., Member

Street

Hassel Kegley, Chair Person
J. C. Boyd, Member
Bill Bolling, Member

Sanitation

A. G. Griffith, Jr., Chair Person
J. C. Boyd, Member
DeAnna C. Jackson, Member

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

The vote was as follows: Mr. Boyd, Aye; Mr. Bolling, Aye; Mr. Kegley, Aye; Mr. Griffith, Aye; Ms. Jackson, Aye; Mr. Fields, Aye.

XVII. Appoint Planning Commission Members:

Upon motion made by Mr. Boyd, seconded by Mr. Fields, the Town Council unanimously voted to appoint the following to the Planning Commission for a two-year term beginning July 1, 2014:

Ralph Snead, Chair Person
Michael L. Duty, Vice Chair Person
J. S. Easterly, Jr., Clerk
Bill Bolling, Member
Donald Ramey, Member
Tim Coleman, Member
Stephen Quillen, Member

The vote was as follows: Mr. Boyd, Aye; Mr. Bolling, Aye; Mr. Kegley, Aye; Mr. Griffith, Aye; Ms. Jackson, Aye; Mr. Fields, Aye.

XVIII. Appoint Housing Board Members:

Upon motion made by Mr. Fields, seconded by Mr. Boyd, the Town Council unanimously voted to appoint the following to the Lebanon Housing Board for a two-year term beginning July 1, 2014:

Nelson A. "Tony" Dodi
J. C. Boyd
Hassel Kegley
Michael L. Duty
Connie Hayes

The vote was as follows: Mr. Boyd, Aye; Mr. Bolling, Aye; Mr. Kegley, Aye; Mr. Griffith, Aye; Ms. Jackson, Aye; Mr. Fields, Aye.

XIX. Appoint Housing Board Chair Person:

Upon motion made by Mr. Boyd, seconded by Mr. Bolling, the Town Council unanimously voted to appoint Michael L. Duty as Chair Person of the Lebanon Housing Board for a two-year term beginning July 1, 2014. The vote was as follows: Mr. Boyd, Aye; Mr. Bolling, Aye; Mr. Kegley, Aye; Mr. Griffith, Aye; Ms. Jackson, Aye; Mr. Fields, Aye.

XX. Appoint Board of Zoning Appeals:

Upon motion made by Mr. Boyd, seconded by Mr. Bolling, the Town Council unanimously voted to appoint the following to the Lebanon Board of Zoning Appeals for a two-year term beginning July 1, 2014:

Bernard Fletcher
Jamie Farley
Ralph Snead
Judy Lockridge
Scott Gilmer

The vote was as follows: Mr. Boyd, Aye; Mr. Bolling, Aye; Mr. Kegley, Aye; Mr. Griffith, Aye; Ms. Jackson, Aye; Mr. Fields, Aye.

XXI. Adopt Motor Vehicle Laws:

Upon motion made by Mr. Bolling, seconded by Mr. Boyd, 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 vote was as follows: Mr. Boyd, Aye; Mr. Bolling, Aye; Mr. Kegley, Aye; Mr. Griffith, Aye; Ms. Jackson, Aye; Mr. Fields, Aye.

XXII. Mr. Kevin Tiller, Town Attorney, reviewed the Freedom of Information Act with the Town Council and informed the Town Council of the option of allowing council members to participate in meetings by electronic means. Mr. Tiller advised that the Town Council must make a formal motion in order to elect this option and that a procedure for participation must be developed.

XXIII. Upon motion made by Mr. Boyd, seconded by Mr. Bolling, Mr. Tiller was authorized to draft a policy for council member participation by electronic means for the Town Council to consider. The vote was as follows: Mr. Boyd, Aye; Mr. Bolling, Aye; Mr. Kegley, Aye; Mr. Griffith, Aye; Ms. Jackson, Aye; Mr. Fields, Aye.

XXIV. Authorize signatures on grants and other legal documents:

Upon motion made by Mr. Bolling, seconded by Mr. Boyd, 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 legal town documents. The vote was as follows: Mr. Boyd, Aye; Mr. Bolling, Aye; Mr. Kegley, Aye; Mr. Griffith, Aye; Ms. Jackson, Aye; Mr. Fields, Aye.

XXV. Set regular monthly council meetings:

Upon motion made by Mr. Bolling, seconded by Mr. Griffith, 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, which will be held on the second Tuesday, due to the Columbus Day holiday. The vote was as follows: Mr. Boyd, Aye; Mr. Bolling, Aye; Mr. Kegley, Aye; Mr. Griffith, Aye; Ms. Jackson, Aye; Mr. Fields, Aye.

XXVI. Upon motion made by Mr. Boyd, seconded by Mr. Fields, the Town Council unanimously voted to allow the Southwest Agriculture Exposition committee to utilize the Farmer's Market pavilion and stage on October 3-4, 2014 for a regional farmer's market. The vote was as follows: Mr. Boyd, Aye; Mr. Bolling, Aye; Mr. Kegley, Aye; Mr. Griffith, Aye; Ms. Jackson, Aye; Mr. Fields, Aye.

XXVII. Upon motion made by Mr. Boyd, seconded by Mr. Griffith, the Town Council unanimously voted to increase the meals and lodging tax to 6% of gross sales on prepared foods and hotel/motel room rentals. The vote was as follows: Mr. Boyd, Aye; Mr. Bolling, Aye; Mr. Kegley, Aye; Mr. Griffith, Aye; Ms. Jackson, Aye; Mr. Fields, Aye.

XXVIII. Enter closed session: 9:17 A.M.

A. Upon motion made by Mr. Boyd, seconded by Mr. Fields, the Town Council unanimously voted to go into closed session under Code Section 2.2-3711 for the purpose of discussing (1) personnel and (7) legal. The vote was as follows:

Mr. Boyd, Aye; Mr. Bolling, Aye; Mr. Kegley, Aye; Mr. Griffith, Aye; Ms. Jackson, Aye; Mr. Fields, Aye.

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

C. Stephanie Burke, Clerk of Council, presented the Roll Call Vote:

Do you certify that to the best of your knowledge, the Town Council in its' closed session; only discussed business matters lawfully exempted from the public meeting requirements of the Freedom of Information Act; and 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.

The roll call vote was as follows: Mayor Dodi, Aye; Mr. Boyd, Aye; Mr. Bolling, Aye; Mr. Kegley, Aye; Mr. Griffith, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Tiller, Aye.

XXIX. Adjourn closed session: 9:39 A.M.

XXX. All street, sanitation, shop, water and wastewater maintenance department employees entered the meeting at the request of the Mayor.

XXXI. Upon motion made by Mr. Boyd, seconded by Mr. Fields, the following chain of command and staffing appointments were unanimously established and approved by the Town Council:

- A) All town employees are under the supervision and direction of the Town Manager.
- B) Benny Robinson – Director of Public Works. Mr. Robinson will be responsible for the supervision of all department activities and personnel for the following departments: water maintenance, wastewater maintenance, street, shop, and sanitation. He will also be responsible for all equipment and property of these departments and for any related public works of the town. Mr. Robinson will receive direct supervision from the Town Manager.
- C) Tony Cook – Street Department Foreman. No changes will be made to Mr. Cook's responsibilities. Mr. Cook's personal items will be removed from his office at the Town Hall today and he will work from the street department. Mr. Cook will receive direct supervision from Mr. Robinson.
- D) Robert Meade – Street Department Assistant Foreman. Mr. Meade will be responsible for the supervision of all street and construction personnel and he will receive on-the-job training for the position of Street Department Foreman.

Mr. Meade will receive direct supervision from Mr. Cook and final supervision from Mr. Robinson.

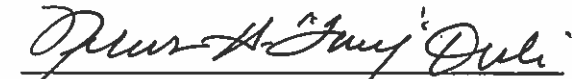
- E) Danny Musick – Shop Foreman. Mr. Musick will be responsible for the supervision of all shop department personnel, shop buildings, mechanical repairs and service to all town equipment and public works. Mr. Musick will receive direct supervision from Mr. Robinson.
- F) Elmer Tankersley – Water/Wastewater Maintenance Foreman. Mr. Tankersley will be responsible for the supervision of all water and wastewater maintenance personnel and will work in the water, wastewater and public works departments. Mr. Tankersley will receive direct supervision from Mr. Robinson.
- G) Donald Fields and Charlie Collins – Water/Wastewater Maintenance Assistant Foremen. Mr. Fields and Mr. Collins will hold the joint title of Water/Wastewater Maintenance Assistant Foreman and will work to acquire the position of Water/Wastewater Maintenance Foreman. They will be responsible for the supervision of all water/wastewater maintenance personnel and for the installation, repair, and service activities in the water/wastewater maintenance and public works departments. They will receive direct supervision from Mr. Tankersley and final supervision from Mr. Robinson.

The vote was as follows: Mr. Boyd, Aye; Mr. Bolling, Aye; Mr. Kegley, Aye; Mr. Griffith, Aye; Ms. Jackson, Aye; Mr. Fields, Aye.


- XXXII. Tony Cook, Street Department Foreman, addressed the Mayor and Town Council and gave his verbal resignation, effective immediately, from his employment with the town.
- XXXIII. Upon motion made by Mr. Boyd, seconded by Mr. Griffith, the Town Council unanimously voted to accept Tony Cook's verbal resignation effective July 1, 2014. The vote was as follows: Mr. Boyd, Aye; Mr. Bolling, Aye; Mr. Kegley, Aye; Mr. Griffith, Aye; Ms. Jackson, Aye; Mr. Fields, Aye.
- XXXIV. Upon motion made by Mr. Boyd, seconded by Mr. Bolling, the Town Council unanimously voted to promote Robert Meade to Street Department Foreman and to promote Billy Hughes to a Street Department Assistant Foreman. The vote was as follows: Mr. Boyd, Aye; Mr. Bolling, Aye; Mr. Kegley, Aye; Mr. Griffith, Aye; Ms. Jackson, Aye; Mr. Fields, Aye.
- XXXV. Upon motion made by Mr. Boyd, seconded by Ms. Jackson, the Town Council unanimously voted to employ and staff all remaining town employees to their existing positions with the salaries established by the 2014-2015 budget. The vote was as follows: Mr. Boyd, Aye; Mr. Bolling, Aye; Mr. Kegley, Aye; Mr. Griffith, Aye; Ms. Jackson, Aye; Mr. Fields, Aye.

XXXVI. Upon motion made by Mr. Boyd, seconded by Mr. Kegley, the Town Council unanimously voted to adjourn. The vote was as follows: Mr. Boyd, Aye; Mr. Bolling, Aye; Mr. Kegley, Aye; Mr. Griffith, Aye; Ms. Jackson, Aye; Mr. Fields, Aye.

Adjourn: 9:52 A.M.



Nelson A. "Tony" Dodi, Mayor



Stephanie L. Burke, Clerk of Council

Minutes recorded by: Stephanie L. Burke, Clerk of Council

Minutes prepared by: Stephanie L. Burke, Clerk of Council

Minutes approved by: Michael L. Duty, Town Manager