

Lebanon Town Council Organizational Meeting

Town Hall, Lebanon, VA

Friday, July 1, 2016

9:00 A.M.

Edited copy October 30, 2017

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

Staff Members Present: Michael L. Duty, Town Manager
Jackie L. Hubbard, Controller
Mark Mitchell, Chief of Police
Stephanie Burke, 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 Mr. Kegley, seconded by Mr. Gilmer, the agenda was unanimously approved. The vote was as follows: Mr. Boyd, Aye; Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye.

V. Adopt Robert's Rules of Order:

Upon motion made by Ms. Jackson, seconded by Mr. Kegley, 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. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye.

VI. Appoint Vice Mayor:

Upon motion made by Mr. Kegley, seconded by Mr. Fields, the Town Council voted to appoint J. C. Boyd as Vice Mayor of the Town Council for a two-year term beginning July 1, 2016. The vote was as follows: Mr. Boyd, Abstain; Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye.

VII. Appoint Town Manager:

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

VIII. Appoint Controller/Financial Administrator:

Upon motion made by Mr. Boyd, seconded by Mr. Gilmer, 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. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye.

IX. Appoint Town Treasurer:

Upon motion made by Mr. Boyd, seconded by Ms. Jackson, 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. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye.

X. Appoint Town Engineer:

Upon motion made by Mr. Kegley, seconded by Mr. Fields, 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. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, 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. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye.

XII. Appoint Chief of Police:

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

XIII. Appoint Town Attorney:

Upon motion made by Mr. Boyd, 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. Mr. Boyd, Aye; Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye.

XIV. Appoint Zoning Administrator:

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

XV. Appoint Assistant Zoning Administrator:

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

XVI. Appoint Council Committee Members and Chair Persons:

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

Finance, Personnel, Industry & Construction – J. C. Boyd, Chairman
Police and Fire – A. Doyle Fields, Chairman
Parks and Recreation – DeAnna C. Jackson, Chairwoman
Water and Wastewater – Scott J. Gilmer, Chairman
Street – J. Hassel Kegley, Chairman
Sanitation – Kevin B. Ferguson – Chairman

Council members are members of each committee.

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

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

XVII. Appoint Planning Commission Member to Fill Vacant Position:

Mayor Dodi called for nominations to fill the vacancy in the Lebanon Planning Commission due to the resignation of Chairman Ralph Snead effective May 23, 2016.

Mr. Boyd nominated RD Snead as a member of the Lebanon Planning Commission.
Mr. Ferguson nominated Jack Keen as a member of the Lebanon Planning Commission.

Mr. RD Snead was appointed to fill the vacancy in the Lebanon Planning Commission for a two-year term beginning July 1, 2016. The roll call vote was as follows: Mr. Boyd, Aye; Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, No; Mr. Ferguson, No.

XVIII. Appoint Planning Commission Members:

Upon motion made by Mr. Boyd, seconded by Mr. Kegley, the Town Council voted to appoint the following to the Planning Commission for a two-year term beginning July 1, 2016:

Michael L. Duty, Vice Chairman
J. S. Easterly, Jr., Clerk
DeAnna C. Jackson, Member
Donald Ramey, Member
Tim Coleman, Member
Stephen Quillen, Member

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

XIX. Appoint Housing Board Members:

Upon motion made by Ms. Jackson, seconded by Mr. Boyd, the Town Council voted to appoint the following to the Lebanon Housing Board for a two-year term beginning July 1, 2016:

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

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

XX. Appoint Housing Board Chair Person:

Upon motion made by Mr. Fields, seconded by Mr. Gilmer, the Town Council unanimously voted to appoint Michael L. Duty as Chairman of the Lebanon Housing Board for a two-year term beginning July 1, 2016. The vote was as follows: Mr. Boyd, Aye; Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye.

XXI. Appoint Board of Zoning Appeals:

Upon motion made by Mr. Boyd, 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, 2016:

Bernard Fletcher
Jamie Farley
DeAnna Jackson
Judy Lockridge
Scott Gilmer

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

XXII. Adopt Motor Vehicle Laws:

Upon motion made by Mr. Boyd, seconded by Mr. Kegley, 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. Boyd, Aye; Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye.

XXIII. Review Freedom of Information Act:

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

XXIV. Appoint FOIA Officer:

Upon motion made by Mr. Boyd, seconded by Mr. Kegley, 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. Boyd, Aye; Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye.

XXV. Authorize signatures on grants and other legal documents:

Upon motion made by Mr. Boyd, seconded by Ms. Jackson, 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. Boyd, Aye; Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye.

XXVI. Set regular monthly council meetings:

Upon motion made by Mr. Fields, seconded by Ms. Jackson, 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. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye.

XXVII. Employment and Staffing of Town Employees:

Upon motion made by Mr. Kegley, seconded by Mr. Gilmer, the Town Council unanimously voted to employ and staff all town employees to their existing positions with the salaries established by the 2016 – 2017 budget. The vote was as follows: Mr. Boyd, Aye; Mr. Kegley, Aye; Ms. Jackson, Aye; Mr. Fields, Aye; Mr. Gilmer, Aye; Mr. Ferguson, Aye.

XXVIII. Recess: 10:00 A.M.

XXIX. Resume: 10:05 A.M.

XXX. Town Financial Summary:

Mr. Hubbard explained the Town's financial status to the Council.

XXXI. Town Purchasing Policy and Virginia Public Procurement Act:


Mr. Duty summarized the Town's purchasing policy with the Council. Mr. Duty and Mr. Tiller further advised that a written small purchase policy must be established. Mr. Tiller reviewed the Virginia Public Procurement Act with the Council.

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

Adjourn: 11:12 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