

**DUMFRIES TOWN COUNCIL  
REGULAR MEETING  
TUESDAY, DECEMBER 2, 2008  
7:00 PM**

Present: Mayor Yohey, Council Lady West, Councilman Toney, Council Lady Cornell,  
Council Lady Barr, Councilman Brewer

Absent: Vice-Mayor Washington

Also Present: Thomas Huggard, Interim Town Manager; Cathy Holtzlander, Director  
of Community Services; Chief Calvin Johnson; Greg Tkac, Director of  
Public Works; Yolanda Hipski, Interim Zoning Administrator; Linda Frye,  
Building Official; Donna Johnson, Town Clerk; 2 citizens

Mayor Yohey called the meeting to order at 7:00 PM. The Pledge of Allegiance was  
recited, followed by the Invocation given by Mrs. West.

Mayor Yohey asked if there were any amendments to the agenda.

Ms. Barr wished to add Vision Statement and Operating Covenant under discussion  
items.

Mayor Yohey said he would like to add a closed session under Virginia Code §2.2-3711  
(A) 1 – Personnel.

**Citizen's Comments**

**None**

**Mayor's Comments**

Mayor Yohey reported that he had attended several meetings the past month. He said  
he wanted to announce that he had called Delegate Jeff Frederick's office regarding a  
request for a meeting to discuss Dumfries Town Council's legislative agenda for the  
2009 General Assembly Session. He said Delegate Frederick was already in Richmond  
and he said to forward him an email file containing legislative actions desired.

Mayor Yohey also reported that the Dumfries Business Association's November 21<sup>st</sup> Banquet was attended by a total of 39 DBA members and their guests. A delicious Thanksgiving dinner was enjoyed at the Ol' Port Diner.

In addition the Mayor reported that Historic Dumfries, Inc. will host a free open house from 2-5 pm, immediately following the Dumfries Holiday Parade, which starts at 1 pm on December 13<sup>th</sup>.

### **Town Manager's Report**

Mr. Huggard reported that during the month of November most of his time and activities were spent on getting up to speed on many of the ongoing issues facing the Town during the latter part of the calendar year.

Mr. Huggard also reported that he had met with each council Member to solicit their thoughts and suggestions and met with each member of the management team of the staff, including an on-site meeting with Chief Johnson and his Officers at the new Police Department building.

He reported that he had also had visits and discussions with various Town Business owners and residents. He also reported the following:

- Reviewed the FY09 Town Budget, Space Needs Analysis, Boundary Adjustment Study, and the Recreation Facilities Study.
- Facilitated transfer of functions from Mr. John Shaw to contract employee Yolanda Hipski
- Reviewed and updated Town Staff Complaint System
- Began preliminary discussion with Town Treasurer on the FY10 budget
- Personally engaged in various citizen complaints

Mr. Huggard thanked the Council and Staff for their patience and assistance in the first few weeks as their interim Town Manager.

### **Police Chief's Report**

Chief Johnson reported that he would be conducting an open house at the new Police Department offices on December 13<sup>th</sup> from 3:00 pm to 6:00 pm.

Chief Johnson also reported that December 20<sup>th</sup> would be the Annual Christmas in Dumfries shopping tour for the children. He wanted the public to know that his department is accepting donations to help sponsor the children on the shopping tour.

If anyone would like to volunteer to help on the shopping tour, please contact Sergeant Worley at (703) 221-1111, ext. 214. He said it was a very heartwarming experience to volunteer. He guaranteed if a person did it once they would want to do it again.

Chief Johnson said they had prepared a new format for his report and calls for service. He went over some of the graphs. He said they had 989 calls for service during the month of November. He also reported that in October out of 499 calls only 25 were calls responded to by Prince William County. The remaining 474 were responded to by Dumfries units.

Ms. Barr said she did not see the ordinance report and she liked the report by zones and would like to see that back in his report. Chief Johnson said he could do that.

Mayor Yohey wanted to know what the amount was in the Christmas in Dumfries fund and Chief Johnson said he had not checked with the treasurer but he would and report back to the Mayor with the amount.

Mr. Toney extended congratulations to the Chief and his staff. He said he had an opportunity to visit the new location of the Police Department and what was there certainly represented the Town well.

Mrs. West said she too had visited the new location and she said she was very impressed as it was a beautiful facility.

### **Director of Public Work's Report**

Mr. Tkac said Christmas in Dumfries was a great experience.

Mr. Tkac reported that the Bulk Pickup trial program went very well. He gave a breakdown of the tonnage collected in each of the 9 locations where the dumpsters were located. He said the total was approximately 7 tons of debris.

He said the Public Works Department had received bids for the Locket House painting, but it had been decided to postpone the award for this work until HDV had an opportunity to research the feasibility of siding instead of painting.

He also reported that his department had assisted the Police Department with preparing their new facility for the move. The crew cabled the facility, painted and provided a multitude of other assistance. He said many thanks to his crew for their assistance with the execution of the move.

Mr. Tkac said that there was one full bay of office furniture in the Maintenance Shop that needed to be removed. This furniture was donated to the Police Department and was placed at the Public Works facility. He said the furniture is interfering with the day to day operation of the facility and he is requesting that the unused furniture be disposed of immediately.

Chief Johnson said if there were any non-profit organizations out there listening and they were interested, please come and look at the furniture. He said the furniture was in good shape.

Mr. Tkac reported that the preliminary field investigation for the Leonard Street drainage improvement project was underway and Anderson Associates is to provide a report in early January.

The Main Street sidewalk project is on schedule for spring construction and should take less than a month to complete.

Mr. Tkac reported that he had met with Allen Hedgepeth, the Prince William County Street Lighting Program Coordinator regarding street lighting opportunities within the town. Mr. Tkac said he had received complaints about the lack of street lights in the Knolls. There was a lengthy discussion regarding the lack of street lights and Ms. Barr explained how it happened that only a few residents had street lights in front of or near their homes.

Mr. Toney questioned the possibility of the bulk pickup program continuing and if it would be worth it. Mr. Tkac said he was not going to make a recommendation either way.

A question was raised concerning the work at Mr. Singh's building. Mr. Tkac said the work was still not completely done.

Mr. Toney wanted to know if the Town was still holding Mr. Singh's bond. Mr. Tkac said definitely.

Mayor Yohey said the building related punch list would not be related to his occupancy permit. He said the occupancy permit does not affect the Public Work's Department punch list.

Mrs. Cornell questioned the electric box in the front of the building and was told that the box would not affect his performance bond as it was not part of the plan review.

Mrs. Frye informed the council that Mr. Shaw had sent a letter to Mr. Singh informing him of the improvements that had not been completed or installed on his site. She said these items included the garage, moving the electric transformer and various other issues. She said these things did affect the occupancy permit which expires on December the 15<sup>th</sup> of this month but did not have anything to do with the performance bond.

Mayor Yohey said that the resolution which was adopted at the November work session for the Tripoli Boulevard Storm Drainage Improvement project would be given to VDOT on Wednesday. Mr. Tkac and Mr. Dick Burke, Urban Manager for VDOT would be attending a meeting with VDOT in Richmond at that time.

Mr. Tkac said a letter outlining the scope of work and a memo stating that we have followed state law in selecting our consultants would accompany the Resolution. He also stated that within the next six weeks he hoped to have approval from VDOT giving their blessing on the project.

### **Director of Community Development**

Ms. Frye, the Building Official gave the report in the absence of a Community Development Director.

She gave a summary of her activities for the month of November as well as those of the Code Compliance Officer. She also entertained questions from various members of the Council.

A question was raised about a violation that was issued for failure to obtain a permit for construction of a driveway entrance. Ms. Frye said Mr. Shaw was working on this when he left. Mr. Huggard said he and the building official would check this out.

### **Director of Community Services**

Mrs. Holtzlander said she had submitted her report but she would like to address a couple of items in her report. She said she had been planning and organizing this year's Holiday Parade to be held on Saturday the 13<sup>th</sup> of December at 1pm. She asked that all members of Council plan on arriving at Town Hall by 11:30 am to meet and greet their fellow dignitaries just prior to the parade.

She also said that the Seniors/Retirees group meeting held on Friday, November 21<sup>st</sup> had been provided an informative presentation on Domestic Abuse and Violence by Mrs. Peggy Sullivan from ACTS.

She reminded everyone that the Annual Staff/Seniors Holiday Social would be held on Friday, December 19<sup>th</sup> at 12pm.

Ms. Barr wanted to know if Council members were allowed to put articles in the Charter and Mrs. Holtzlander informed her that they were allowed to do so.

Mrs. West wanted to know if Mrs. Holtzlander had found judges for the parade and Mrs. Holtzlander told her that she had.

### **Adoption of Consent Agenda**

Mrs. West made a motion to adopt the consent agenda with a second by Mrs. Cornell. Ayes; Brewer, Barr, Cornell, Toney, West, Yohey. Absent: Washington. Motion carried.

### **Information Items**

None

### **Action Items**

#### **Approval of Text Amendment Deleting Two Conditional Uses from Section 70-112, Use Regulations, for the R-1, Limited Residential District**

Mr. Brewer made a motion to approve the Text Amendment deleting the two conditional uses from Section 70-112 of the Dumfries Town Code. His motion was seconded by Mrs. Cornell. Ayes: West, Toney, Cornell, Barr, Brewer, Yohey. Absent: Washington. Motion carried.

#### **Approval of Subdivision Plat for Property Located at 17982 Main Street**

Mr. Brewer made a motion to approve the subdivision plat for the property located at 17982 Main Street. His motion was seconded by Mrs. Cornell. Ayes: Brewer, Barr, Cornell, Toney, West, Yohey. Absent: Washington. Motion carried.

A joint public hearing for the rezoning of this property will be held at the January meeting.

Mrs. Barr wanted to know what had happened with the Vision Statement and the Town Covenants. She said it was discussed at the November meeting that these were supposed to have been taken care of.

Mrs. Johnson told her that she had been instructed by the former Town Manager to have the covenants laminated, after the original had been signed. She said she had just gotten the last Council member in to sign it. She also told Ms. Barr that with all due respect, she had not been instructed to do anything with the Vision Statement, therefore she did not know what Council wanted done with it.

Ms. Barr said at the retreat they had discussed having it framed and hung in the lobby of the Town Hall and perhaps also another copy put in the Council chamber.

Mrs. Johnson said she would be happy to take care of it for the Council.

### **Council Members Time**

Ms. Barr wished everyone a safe, healthy, happy new year. She also mentioned that there were problems in the town with graffiti and vandalism. Chief Johnson and Mr. Tkac both told her to call them anytime she became aware of these issues.

Mrs. Cornell expressed condolences to the Williams family. She also wished Mr. Washington a speedy recovery. She said she hoped that anyone traveling over the holidays would have a safe journey.

Mr. Toney expended his heartfelt sympathy to the Williams family. He said Mr. Williams church family would lift him up. He also wished Mr. Washington a speedy recovery.

Mr. Toney said the 1<sup>st</sup> six months of his time on the Council had been a worthwhile experience. He wished everyone a Happy Holiday Season, good health, peace and prosperity.

Mrs. West read an article regarding the open house at Historic Dumfries. She said it was on December 13<sup>th</sup>, immediately following the Christmas parade, from 2-5 pm.

### **Closed Session**

Mayor Yohey made a motion to enter closed session citing Virginia Code 2.2-3711 A (1) - personnel. His motion was seconded by Mrs. Cornell. Ayes: West, Toney, Cornell, Barr, Brewer, Yohey. Absent: Washington. Motion carried.

Council entered closed session at 9:10 PM.

The Council re-entered open session at 9:22 PM.

Mrs. West read the Certification of Proceedings certifying that, "to the best of each member's knowledge, only public business matters lawfully exempted from the open meeting requirements off state law, and only such public business matters as were identified by the motion to enter closed session, were heard, discussed or considered in the closed session." Her motion was seconded by Mrs. Cornell. On roll call the vote was unanimous. Absent from the vote was Mr. Washington.

Mr. Toney made a motion to adjourn with a second by Mrs. West. On roll call the vote was unanimous, with the exception of Mr. Washington who was absent from the meeting.

The meeting adjourned at 9:25 PM.

Submitted by:

Approved by:

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Donna A. Johnson, CMC  
Town Clerk

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Fred E. Yohey, Jr.  
Mayor

