

**DUMFRIES TOWN COUNCIL
REGULAR MEETING
TUESDAY, JANUARY 6, 2009
7:00 PM**

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

Also Present: Thomas Huggard, Interim Town Manager; Chief Calvin Johnson, Cathy Holtzlander, Director of Community Services; Greg Tkac, Director of Public Works; Yolanda Hipski, Interim Director of Community Development; Donna Johnson, Town Clerk; 4 citizens

Mayor Yohey called the meeting to order at 7:00 PM. The Pledge of Allegiance was recited followed by the invocation given by Vice-Mayor Washington.

Mayor Yohey asked if there were any amendments to the agenda and the following were added: Action Items – C. Release of E&S Control Bond.
Information Items – C. Proposed meeting with Planning Commission

Mayor Yohey said the reports for the Public Works Department and the Police Department had just been turned in prior to the start of the meeting and no one had the opportunity to read either of them. He wanted to know if Council wished to move these two reports to the work session or discuss them at this evening's meeting. A short discussion took place and it was decided that since the Director of Public Works report was so short it could be gone over at this meeting.

Mrs. West made a motion to move the Police Department's report to the January work session. Her motion was seconded by Mrs. Cornell. Ayes: West, Cornell, Barr, Yohey. Nays: Toney, Washington, Brewer. Motion carried.

Citizen's Comments

Mr. Walter Stringfellow – Knolls of Dumfries, said that he was impressed with the new light system that had been installed at the Councilmember's positions. He said he had suggested this a long time ago to Mr. Whitlow but was told it would

cost thousands of dollars to install. Mr. Stringfellow said the staff had installed the system for about \$100.00. He said Mr. Whitlow was a scallywag and he was glad that he was no longer at the town.

Mayor's Report

Mayor Yohey briefly went over the meetings he had attended during the month of December. He said he did not have any announcements to make. He did say that he had received a copy of the Audit and he questioned why no other members of the Council had received theirs.

Town Manager's Report

Mr. Huggard went over a number of items on the report he had submitted to the Council. He reported that he had posted the position opening for the Director of Community Development in-house and he said that ads to VML and VACO had gone out today. He also said he would be advertising in different newspapers and the closing date is January 30th. He hoped to have prospective candidates for review and interview in early February.

Mr. Huggard reported that he was continuing to review the FY2009 and 2010 Budgets. He said FY2009 expenditures would come in under budget. He said unfortunately this year's budget included a transfer of over \$400,000 from the general savings investments funds in order to achieve a balance. He said he is seeking ways to reduce this amount planned for "transfer" from reserves. He said he expected to see a definite decline impacting the expense side of the FY2010 budget. He said he had already received word that the funds generally available from the State to our Police Department and our Public Works Department would be reduced in FY2010.

Mr. Huggard also discussed Legislative Day on February 5th and asked if anyone was interested in attending.

He also said as Council moves forward to select a new Town Manager he had discovered a small manual/booklet prepared by VML for elected officials' use in the hiring process. He said he would be happy to have a copy provided to anyone that was interested in having a copy. Each member requested a copy.

Mr. Huggard also discussed the inauguration on January 20th and due to the potential crowds expected in the area and on the highways, he asked the Council if they would consider postponing the January work session until the following Tuesday, the 27th. The Council agreed to change the date.

Police Chief's Report

Moved to the January Work Session

Director of Public Work's Report

Mr. Tkac went over his report. Mayor Yohey asked about construction money from VDOT and Mr. Tkac reported that there will be major cutbacks and in some instances we will not receive money that we thought we were definitely going to receive.

Mr. Tkac said his department is prepared for potential winter snow events. They have serviced the snow spreaders and installed the plows and spreaders. He has also conducted snow training and the crew is prepared for the impending winter weather.

Mr. Tkac also reported that the Leonard Street Drainage Improvement Project preliminary field investigation is currently underway and Anderson is to provide us with a report in early January.

Director of Community Development's Report

Planning/Zoning Activities

Ms. Hipski reported that she had conducted a discussion with the Planning Commission on the current and proposed Capital Improvement Program.

She said she had been busy familiarizing herself with the office procedures, the computer and current activities taking place in the Community Development Department as well as meeting with various members of the Planning Commission and she had called and spoke with the Chair of the Architectural Review Board. She also visited and investigated the Potomac Landfill, and reviewed a minor site plan amendment for the Dr. King project.

She reported that the total fee intake for the month was \$137.00.

Building Department Activities

Ms. Frye attended and helped with the Christmas parade. She also met with Frances Harris of Acts regarding furniture in the basement and at the Maintenance Shop. In addition she met with numerous citizens and business owners regarding building in Dumfries and opening of businesses.

Ms. Frye reported that she had performed numerous inspections, issued 14 permits and the total fee intake for the month was \$981.00.

Ms. Frye was on leave December 23 through December 29, 2008.

Code Compliance Activities

Mr. O'Flinn assisted with the renovation (wiring) of the Conference room. He also issued 33 Violation Notices of various types in the month of December. He was on leave from December 24 through December 31, 2008.

Ms. Hipski also reported that she had taken a tour of the facilities at Potomac Landfill. She said they drove along the parameter road and she felt that she got a good sense of what they were doing. She said she also looked at the water retentions. She said overall she felt the facility was in good shape.

She was asked what kind of materials, etc. she saw up there and she told them construction debris, metal, concrete, etc. She said what could not be broken up and used or resold was then put into the ground and compacted. She said they were salvaging there, but not recycling.

Mr. Brewer said the landfill is doing recycling up there. He said they needed to be kept an eye on. He said they were running three separate businesses up there.

It was suggested that the landfill be put on a future work session for discussion.

Director of Community Service's Report

Mrs. Holtzlander reported the following:

- She planned and organized the Holiday Parade held on December 13th.

- Held the Town's Staff/Senior Holiday Social on Friday, December 19th.
- Volunteered for the Police Department's Christmas in Dumfries.
- Completed the next edition of the Town Charter newsletter.
- Began preliminary planning for the Annual Black History Celebration to be held at Little Union Baptist Church on February 21, 2009.
- Provided a new round of updates to the webmaster for the Town website to include photos from the Holiday parade. She stated that a link had also been added to the Minutes and Agenda section listing the action items from the meetings. She thanked Mrs. Johnson for providing the action items.

Mrs. Holtzlander said she wished to thank the following for their help and contribution to the Holiday Parade:

- The Public Works Crew, the Police Department, the Dumfries-Triangle Volunteer Fire Department, Mr. Hashimi from Dumfries Nursery, and Mrs. Kathy Tkac.

Adoption of Consent Agenda

Mrs. Cornell made a motion to adopt the consent agenda with a second by Mrs. West.

Mayor Yohey had a question pertaining to some prices that Mrs. Johnson had quoted Mr. O'Kelly Russell as saying in the minutes. Mrs. West said she had also found a typing error. Mrs. Johnson said she would contact Mr. O'Kelley Russell to clarify the prices and she would correct the typo.

On the motion to adopt the consent agenda - Ayes: Brewer, Barr, Cornell, Toney, West, Washington, Yohey, Motion carried.

Information Items

a. Meeting with South Cove HOA Board of Directors

Ms. Barr said she had contacted the South Cove HOA Board of directors and their Board would like to meet with Council at 7 p.m. on January 13, 2009. Ms. Barr said she would like to provide Council with the following dates of other meetings she had scheduled with the HOA's:

South Cove @ 7:00 p.m. on July 14th.

Port of Dumfries @ 8:15 on March 4th at the Community Center
Port of Dumfries @ 8:15 on August 5th at the Community Center
Planning Commission @ 7:30 p.m. on January 26th
Planning Commission @ 7:30 p.m. on July 20th
Architectural Review Board @ 7:30 on March 24th
Architectural Review Board @ 7:30 on September 22nd

Ms. Barr said she had been unable to make contact with Williamstown HOA but had left them a message.

Mr. Toney had requested the 7:30 start time as it was difficult for him to arrive at 7:00 p.m. due to the traffic. Everyone on Council seemed to be in agreement with the 7:30 start time.

b. Springsted Presentation – Town Manager Recruitment

Mr. John Anzivino, from Springsted went over a package that he passed out to the members of the Council. He said the package contained the following:

Community profile
Position profile
ICMA Code of Ethics – Used to judge candidates
Survey of Towns for Salaries and Benefits

He said the profiles will be used to recruit candidates. He said it will bring in 5-10 candidates. He said he also provided a suggested interview schedule of questions. He said Springsted would also be here to assist.

Mr. Anzivino said he would like to begin advertising as soon as possible and advertise for a period of 30 days. He said he hoped to conduct interviews on March 16 or March 23rd. He said he hoped to have a new manager on board by the middle of May.

Mr. Anzivino said he would be advertising the job in the ICMA Bulletin, on VML, VaCo, and the North Carolina League website.

Action Items

Approval of Rezoning on 0.56 acre portion of property located at 17982 Main Street from B-1 to B-2

Mr. John Webb, Chairman of the Planning Commission said that it was the recommendation of the Planning Commission to approve the rezoning of 17982 Main Street, Lot 3 from B-1 to B-2.

Mr. Brewer made a motion to approve the rezoning of 17982 Main Street, Lot 3 from B-1 to B-2. His motion was seconded by Mr. Washington. Ayes: Brewer, Barr, Cornell, Toney, West, Washington, Yohey. Motion carried.

Approval of 2009 Meeting Schedule

Earlier in the meeting Mr. Huggard had asked the Council to change the January work session from the 20th of January to the 27th. Mr. Washington made a motion to accept the 2009 meeting schedule with the change recommended by Mr. Huggard. His motion was seconded by Mrs. West. Ayes: Washington, West, Toney, Cornell, Barr, Brewer, Yohey. Motion carried.

Erosion & Sediment Control Bond Release

Mr. Tkac said he was in receipt of a letter from Mrs. Lorena Escalante of White Haven Custom Homes requesting that the E&S Control Bond for the property located at 17560 Duke Street in the amount of \$3,617.00 and the Bond for the property located at 17562 Duke Street in the amount of \$3,617.00 posted on December 1, 2005 be released.

Mr. Tkac said he has reviewed the project and has concluded that the project has not been properly stabilized and cannot recommend the release of either bond until such time as the properties are adequately stabilized.

Mr. Brewer made a motion to deny the release of the bond with a second by Mrs. West. Ayes: Washington, West, Toney, Cornell, Barr, Brewer, Yohey. Motion carried.

Discussion Items

None

Council Members Time

Mrs. Barr wished everyone a Happy New Year and said that she enjoyed the Christmas parade.

Mrs. Cornell thanked Mrs. Holtzlander for a job well done on the parade and the Senior/Staff luncheon. She also thanked all the members of the staff that helped with the two events.

Mr. Toney echoed Mrs. Cornell's "well done" to Cathy. He also thanked the Police Department for Christmas in Dumfries.

Mrs. West said congratulations on Christmas in Dumfries. She also wanted to discuss the road that runs between the Chevron Station and Coach House Therapy. She said she thought it was the responsibility of the owner of the Chevron station and he will not pay to have the road paved. She wanted to know if there was anything that the town could do to have this entrance brought up to standard. Mr. Huggard told her that he would look into it.

Mr. Washington thanked Mrs. Holtzlander for a job well done on the Christmas parade and he also wished everyone a Happy New Year.

Closed Session Virginia code §2.2-3711 A (5) – Prospective Business

Mr. Brewer made a motion to enter closed session citing Virginia Code 2.2-3711 A (5) – Prospective business. His motion was seconded by Mrs. Cornell. Ayes: Washington, West, Toney, Cornell, Barr, Brewer, Yohey. Motion carried.

Mayor Yohey said he only needed the Town Manager in addition to the Council for the closed session.

Council entered closed session at 9:35 PM.

Submitted by:

Approved by:

Donna A. Johnson, CMC
Town Clerk

Fred E. Yohey, Jr.
Mayor

Return to Open Session:

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 of 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. The motion was seconded by Mrs. Cornell. Ayes: Washington, West, Toney, Cornell, Barr, Brewer, Yohey. Motion carried.

Adjournment

Mr. Brewer made a motion to adjourn with a second by Mr. Washington. On roll call the vote to adjourn was unanimous.

Submitted:

Thomas E. Huggard
Interim Town Manager

