

**MINUTES**

**FRANKFORD TOWN COUNCIL**

**May 4, 2015**

Town Council	Joanne Bacon, Pres.- <b>Absent</b>	
Roll call:	Pamela Davis, Vice-Pres.	
	Velicia Melson, Sec. /Treasurer	
	Jesse Truitt- <b>Absent</b>	
	Charles Shelton	
Town Employees:	Terry Truitt, Town Administrator	
	David Ward	
	Mike Warchol	
Others:	Edward Ash	Clarence Quillen
	Albert Franklin	Barbara Franklin
	James Sample	Greg Welch
	Maria Counts, Coastal Point	Marty Presley
	Robbie Murray	Lawyer Hicks
	Sally Hicks	Vincent Hitchens
	Matthew Melson	Albert Oliver
	Robert Murray	Bryan Murray

The regular monthly meeting of the Frankford Town Council was opened by Vice-Pres. Pamela Davis @ 7:00pm.

A motion was made to accept the agenda as posted with no deletions or additions by Velicia Melson with a 2<sup>nd</sup> by Charles Shelton. Motion was unanimous.

A review of the Town Council Monthly Minutes from April 6, 2015 was performed. Council amended the amount quoted for the QuickBooks annual renewal from 229.95 to \$349.95 to reflect the pricing for two user license. A motion was made to accept the Town Council Meeting Minutes as amended by Charles Shelton with a 2<sup>nd</sup> by Velicia Melson. Motion was unanimous.

A review of the Executive Session Meeting Minutes from April 6, 2015 was performed. A motion was made to accept the Executive Session Meeting Minutes by Charles Shelton with a 2<sup>nd</sup> by Velicia Melson. Motion was unanimous.

Vice-Pres. Pamela called on Velicia Melson to read aloud the Financial Report in its entirety. Council reviewed the Financial Report/ Accounts Payable; A motion to pay the bills as listed was made by Charles Shelton with a 2<sup>nd</sup> by Velicia Melson. Motion was unanimous.

**Report from Town Departments:**

**Water Plant:** Vice-Pres. Pamela Davis announced Jesse Truitt was absent from tonight's meeting with no report given.

**Administration:** Terry Truitt provided Council with a copy of the reimbursement for the Surface Water Matching Grant in the amount of the \$5,000 which the Town had received the reimbursement for.

**Maintenance:** David Ward read aloud his monthly maintenance report. (copy on file with these minutes). Water leak at #40 Kauffman Lane (Ronald Hall property) was discussed. He noted he had been called in on Sunday and after digging it up it was detected that the leak was on the property owner's side of the water meter. David Ward noted he left the tool to turn the water on / off with the property owners until they could have a licensed plumber there to make the repair. Leak was noted as being between the owner shut off and the street/meter.

**Police:** Chief Mike Warchol presented his copy of the monthly activity report for the prior month April 2015.(copy on file with these minutes) Velicia Melson questioned the type of marking to be down to the Town Police cars. Chief Warchol noted it would be a blue line design and that he would have a copy presented to Council for approval before the work was done.

**REPORTS:**

Vice-President Davis asked for report(s) from Council regarding Parks, Police, Streets and Water.

**Velicia Melson- Parks-** She reported the hand sanitizer at the Park bathrooms had been vandalized and required being replaced. She was still receiving few complaints on harassment /remarks being made at the Park but not as many as she has had previously.

**Charles Shelton, Police-** Introduced Mike Warchol as the new Police Chief for the Town of Frankford. He noted there would be light refreshments following tonight's meeting. He commented that Mike is here to work with the Town and has accomplished a lot on issues with grants, marking the police cars, and removal of tinting from the windows. He added he has spent a lot of time getting the Police Department moving forward. Thanked Mike Warchol for a good start and stated he is looking into the possibility of hiring another full time Police Officer adding with all the issues with the insurance that it is had to come up with candidates. He added that he did not feel putting another officer through the academy was a good idea at this time. Velicia Melson thanked Chief Warchol for coming in to work Jack Bares funeral held on a Sunday. Charles Shelton noted the deck in front of the Police Department needs to be repaired/ replaced. David Ward commented that he would look into it first thing in the morning.

**Jesse Truitt / Joanne Bacon, Water-** Absent. Vice-Pres. Davis called on Terry Truitt. She outlined three (3) large water leaks which occurred during the previous month which resulted in large water billings. Terry Truitt added the Town was working with each one to set up payment arrangements on a case by case basis. Velicia Melson noted a Quantum proposal had been circulated via email between Council members and in lieu of the fact that neither Jesse nor Joanne were present to answer questions suggested the proposal be tabled tonight. A motion was made to table further discussion on the Quantum proposal until next month by Velicia Melson with a 2<sup>nd</sup> by Charles Shelton. Motion was unanimous.

**Pamela Davis, Streets-** She noted she had nothing new to report but knew of some street lights out and would be getting a report together. Velicia Melson noted she has had two complaints about two (2) street light issues @ Country Heaven on Frankford Avenue and Melson Funeral Home on Thatcher Street. Terry Truitt announced that anyone having issues or outages with street lighting please call the Town Hall and report it. She added the Town pays the same amount in billing regardless to whether or not they work or not.

### **UNFINISHED BUSINESS:**

Vice-Pres. Pamela Davis noted the next subject up for discussion and consideration was the purchasing a new grill head for the new pavilion at the Town Park. Velicia Melson requested the Council members consider purchasing a grill head for the new pavilion from Summit Supply in the amount of \$325.00 estimated with shipping and handling. She added the Town is currently renting out the use of the pavilion and not allowing anyone to bring in their own grilling source. A motion was made to purchase the grill head for use at the new pavilion in the amount of \$325.00 estimated with shipping & handling from Summit Supply by Charles Shelton with a 2<sup>nd</sup> by Velicia Melson. Motion was unanimous. Velicia Melson noted she was going to hold off on further discussion of the water fountain for the Town Park due to pricing quotes coming in between

Velicia Melson commented that she holding off on discussion of the water fountain at this time due to the price quotes coming in between 2,200-2,600.00. She noted given the current vandalism going on up there that she did not see it as a wise investment though she understands the need. Council members agreed to table further discussion on the water fountain.

Vice-Pres. Pamela Davis read aloud the 2<sup>nd</sup> item under Unfinished Business as being the Healthcare/ Pension plan. She stated the committee needs to meet again this week addressing her remark to Marty Presley in attendance. She added that she had spoken to Joanne and was not able to get an answer so she suggested they table further discussion on the subject matter until they could get a few more workshops in and answer to his email done. Velicia Melson questioned if the committee had a meeting since last month's Council meeting?" Pres. Davis replied no. Marty Presley replied they have had a meeting. Pamela Davis noted she had missed that one. Marty Presley stated everything has been ready to go since February. He added the Council had voted and everything is ready but going onto the website and taking 15 minutes to sign up. Marty Presley added with regards to the Pension plan the Town just needs to go online and sign up. Velicia Melson questioned what she could do to move things along? Marty Presley noted it had to be done by the 15<sup>th</sup> or they would be looking at July. Vice-Pres. Pamela Davis commented that she would get up with Joanne Bacon and get back up with him to have something set up for the middle of this week. Velicia Melson requested to be informed as well of the committee standings.

Vice-Pres. Pamela Davis read aloud the 3<sup>rd</sup> item under Unfinished Business as being the Discussion of the Water Tower. Terry Truitt noted Joanne Bacon was working on it but the holdup was proceeding further without an attorney. The Town will need to have an attorney in place before proceeding to borrow or go before a referendum to borrow money toward the repair of the water tower. Council agreed to table further discussion on the subject matter regarding the water tower.

### **NEW BUSINESS:**

Vice-Pres. Pamela Davis read aloud the first item up for review as being (A) Discussion and vote to place advertisement to hire office assistant. Velicia Melson outlined last month's meeting during the executive session the Council had agreed unanimously to replace Marilyn Hobbs position as a part time employee with the hiring of a full time office administrative assistant. She noted the reasons as eliminating over time hours at Town Hall and staggering lunch hours which would allow all employees to take a lunch break. She added the advertisement has not been placed yet for a full time Office Admin. Asst. to assist Terry with various duties such as water billing, grant writing, etc.

Marty Presley interjected by stating the way the meetings are organized does not allow for the citizens to have a say in what the Council does. He offered an example of the Council going into executive session last month to discuss this and can imagine this is new news to everyone in Town that the council is considering hiring another full time employee. He questioned the agenda format of the citizen privilege at the end of the meeting versus the forefront which would alleviate anyone from having the opportunity to comment on it before the voting occurred. Velicia Melson replied that this very issue/concern had been raised when the citizens had requested that the citizen privilege which was previously at the beginning of the meeting agenda had been requested to have it moved to the end of the agenda at a previous meeting. She added that while the agenda is currently has the citizen's privilege toward the end the citizens have routinely been commenting throughout the entire meeting. Greg Welch questioned why the Council could not have had the discussion at one meeting then have it brought up for further discussion/ vote at another meeting. Velicia Melson noted Marilyn Hobbs had resigned March 31, 2015 adding that Terry had been in Town Hall by herself and by the time the ad is placed and interviewing possible candidate occurs they are probably looking at another 3-4 weeks. Greg Welch commented that there had only been one person at Town Hall for years. Velicia Melson added that she did not feel having one person at Town Hall was beneficial. Greg Welch noted by hiring another full time employee there are added cost associated with that. Velicia Melson replied the expenses for the position are already built into the budget adding this is an expense the Town has already paid with Marilyn being here for 10 months as part time. She added it could initially start off as part time but then evolve into full time. Marty Presley questioned the expense of benefits with hiring another full time employee related to insurance, pension, unemployment benefits, etc., assuming this person will be paid \$25-30,000 a year. He added that over a ten years budget the investment the Town will have made almost a half a million dollars. Velicia Melson commented that she disagreed with the figures estimated. He inquired as to what type of analysis had been done to determine if a full time employee were needed other than the difference between the part time basis to full time? He added has anyone on Council been in to Town Hall to see what the day to day duties consist of. Velicia Melson stated she has seen firsthand the value of having a part time person in Town Hall and has seen the day to day operations of Town Hall. She added that she did not feel one person could or be expected to handle that. Marty Presley commented that he feels the Council uses too much of the executive privilege/session to shield the day to day issues and creating a new fiscal expenditure for the Town. He said this subject matter should never have been discussed in executive session by noting it was not about a specific individual and was relevant to the position only. He added that this should have been discussed in open forum. Velicia Melson and Vice-Pres. Pamela Davis both agreed that it was discussed in open forum after exiting executive session. Vice-Pres. Davis noted no one was left in attendance once they exited from executive session.

Marty Presley then questioned why the Council had not waited to vote? Velicia Melson replied they had the position needing to be filled. Marty Presley noted the time frame in which those who have attending the past have waited up to 45 minutes and returned to various meeting and because no one returned from this one meeting they (the Council) were pulling this out of their hat after everyone has left. Vice-Pres. Davis called for the direction to proceed with advertising. Velicia Melson noted she had made a motion to proceed with the advertising of the office assistant position. Robert Murray, Jr. questioned if there was a job description for the position being advertised. Velicia Melson replied she assumed that there is a job description but has not personally seen it. She added that the job description will have to be something the Council looks at later one but for right now it will involve water billings, taking payments, and to assist Terry. She added ideally they would like to have someone cross trained to cover Town meetings. Robert Murray, Jr. questioned the total of property owners in Town. Terry Truitt replied approximately as being 823. Robert Murray, Jr. stated that with 823 property owners the Town cannot manage with one person. Questions were raised regarding the salary. Vice-Pres. Davis called for a 2<sup>nd</sup> to the motion. Terry Truitt suggested the Council consider the position as being part-time with the potential to becoming full time. Velicia Melson commented that Joanne Bacon had wanted the position to be full time. Vice-Pres. Davis suggested the position be advertised as part time then if needed could evolve to full time if needed. Robert Murray, Jr. questioned the hours worked as being part time up to 30 hours. Charles Shelton noted the position needs to be filled now. Velicia Melson stated they had considered interns but that was not feasible. Marty Presley questioned the possibility of making a decision based on the filling of the position with providing the rationale behind it. Terry Truitt suggested the Council consider making the position advertised as part time then when the viable options deem necessary the position could evolve to full time. She added she was all in favor of reducing the over time by changing the hours of operation of Town Hall. Velicia Melson noted the Council had discussed this and like the availability of hours beyond 8-4pm for Town residents. She added she has not done a study to warrant the extra hours with those using the extra time. Terry Truitt noted the Federal post office closes for a one hour period during the work day. Vincent Hitchens suggested 9-5. Velicia Melson noted staggered hours has also been considered. Marty Presley noted with the technology systems of the Town as being antiquated. He suggested the availability of offering online services such online bill paying through the website as a viable option. Velicia Melson stated logistically speaking of the day to day functions. Council discussed the advertised position and agreed to proceed with advertising the position then at a later date to hold a workshop to outline the duties so that the public is made aware. A motion was made to proceed with advertising the office assistant position as part-time of 20-30 hours then if the position deemed necessary could go to full time following a workshop to be scheduled by Velicia Melson with a 2<sup>nd</sup> by Pamela Davis. Motion was unanimous.

Vice-Pres. Pamela Davis read aloud the second item up for review as being (B) Discussion/update on Town Solicitor. Vice-Pres. Davis replied he Council would be tabling this subject as Pres. Joanne Bacon was working on this and the listing of names had not been provided.

Vice-Pres. Pamela Davis read aloud the third item up for review as being (C) Discussion of Land Acquisition and Possible Vote to Purchase. Council noted they would deferring the final vote until after the executive session was held.

Vice-Pres. Pamela Davis read aloud the fourth item up for review as being (D) Discussion and Possible Vote on Crash Youth Ministries. Velicia Melson outlined the request made by Bethel Mariners Church for a donation by the surrounding Towns and Vol. Fire Companies for a donation in support of specific item such as bottled water, lip balm, etc. Council discussed the viable option for a donation. Terry Truitt outlined the request plus the use of the Town Park for a “kick off” meeting to organize the event. Terry Truitt stated the Council would have to approve the exemption of the fee with the understanding there is not a line item for donations budgeted currently. A motion was made to make a monetary donation not to exceed \$100.00 toward Mariners Bethel Church by sponsoring a specific item by Vice-Pres. Pamela Davis with a 2<sup>nd</sup> by Charles Shelton. Motion was unanimous.

**Citizen’s Privilege:**

Vice-Pres. Pamela Davis called on any one in attendance who wished to speak.

Greg Welch questioned when the Town Charter committee would be formed to work on Town charter amendments. Velicia Melson replied that it would be best to have legal advice before proceeding. She added that what is “flaming the highest” with legal representation in order to prioritize of Town issues. Greg Welch stated the Town has a lot of issues with regards to Town Elections and the Town never asked Dennis Schrader to draft the proposed Charter amendment. Velicia Melson stated the Board of Elections for the Town had requested him to draft an amendment. Greg Welch implied that Dennis Schrader had taken upon his own initiative to draft what he felt needed to be amended with regards to the Town Election similar to the last two-three charter amendments done. Velicia Melson noted it would be several months before the Town could get moving to address all of the voting concerns. She stated the proposal submitted by Dennis Schrader did not address all of the changes requested by the Board of Elections and was not qualified herself to rewrite it in the absence of a Town Attorney. Velicia Melson recalled it clearly as being tabled in March or April 2015 meeting. The April 6, 2015 minutes reflect the subject matter being tabled due to non-legal representation.

Marty Presley questioned when the Town Council changed how one gets on the monthly agenda? Velicia Melson stated she is doing the monthly and hasn't been denied from being on the agenda. Marty Presley stated it no longer requires on three Town Council members to vote a request onto the agenda. Vice-Pres. Pamela Davis stated that by having Velicia Melson doing the monthly agenda allows for a more timely email turn around. Velicia Melson stated the Town Council places all items on the agenda and by approving the agenda therefore the vote is cast. She added her representation up her (implying on Council) has not been for herself but to always represent the people. She reassured them that their concerns will be heard. Marty Presley restated a prior incident between Terry Truitt and Elizabeth Carpenter where Terry could not get three affirmative votes. Velicia Melson stated that she was instructed by Pres. Joanne Bacon to place all items as requested on the monthly agenda and once the agenda is posted it is voted on at the monthly meeting for additions and / or deletions.

Robert Murray, Jr. thanked Chief Mike Warchol for meeting and coordinating for Jack Bares services.

Edward Ash questioned if the Council had obtained quotes for the water tower maintenance project being considered. Velicia Melson stated the Town has obtained two quotes and they have been refreshed to update the quotes due to time restraints.

Robert Murray, Sr. stated the responsibility for the water tower not being taken care of over all these year's falls on Jesse and Terry Truitt noting the 15 year duration of time to which this subject has been tabled. Terry Truitt replied that the water tower along with other significant issues before the Town Council have gone unattended to such as the example of the old water plant given. She added it takes a majority vote and the minutes would reflect how many times the discussion was brought up and subsequently tabled. Terry Truitt stated in the past 15 years she know of at least three times to which Clarence Quillen who was in attendance (Tidewater Utilities) was working to assist the Town with the subject matter and was also tabled.

Vice Pres. Pamela Davis requested a motion to go into Executive Session to discuss Personnel issues and Acquisitions. A motion was made to enter into Executive Session to discuss Personnel issues and Acquisitions at 8:15 PM.

Marty Presley questioned why there would be any reason why the Council would resume the meeting and then subsequently vote on a subject matter? Why not just end the meeting inquiring if there is a law.

Greg Welch stated there was a law that prohibits them from voting during an executive session and requiring them to exit and bring forth subjects to the public.

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Charles Shelton noted there have been times when the Town Council has deviated from the posted agenda.

Albert Oliver noted he has tried to get assistance with getting the culvert along Mill Street and the railroad cleaned out. He added he served on public service for over nine (9) years noting he had spoken to Jesse Truitt about this before.

Robert Murray, Sr. offered the service of the fire company to assist with cleaning out the culvert as a practice drill and would be doing so in two weeks. Velicia Melson noted she would look into the possibility of the fire company assisting and get up with him to assist.

Vice Pres. Pamela Davis requested a 2<sup>nd</sup> motion to go into Executive Session to discuss Personnel issues and Land Acquisitions. A motion was made to enter into Executive Session to discuss Personnel issues and Acquisitions at 8:20 PM by Velicia Melson with a 2<sup>nd</sup> by Charles Shelton. Motion was unanimous.

Council returned from Executive Session at 8:41PM with formal motions to be made.

Vice-Pres. Pamela Davis requested a physical check of those who were in attendance earlier to rejoin the meeting. Attendees rejoined the regular meeting.

Vice-Pres. Pamela Davis commented that as a result of the Executive Session the following was discussed and a formal motion is required to be made. Velicia Melson read aloud the letter by the Banks family/Estate formally offering the property currently being used by the Town for the Park parking lot for sale at a cost of \$60,000. A motion was made by Velicia Melson with a 2<sup>nd</sup> by Charles Shelton. Motion was unanimous.

There being no further business, a motion to adjourn was made by Velicia Melson with a 2<sup>nd</sup> by Charles Shelton at 8:45 PM. Motion was unanimous.

Respectfully submitted,

Terry H. Truitt  
Town Administrator  
Town of Frankford