

## MINUTES OF THE TIMBERVILLE TOWN COUNCIL MEETING

December 8<sup>th</sup>, 2022

The regular monthly meeting of the Timberville Town Council was held Thursday December 8<sup>th</sup>, 2022 at 7:00 p.m. in the Town Council chambers with Mayor Donald Delaughter presiding.

**MEMBERS:** Carl Turner-Absent Sharon Jones-Present  
Clarence Fox-Present Natalie Sherlock-Present  
Debbie Jessup-Present Ned Overton-Present

**PRESENT:** Austin Garber, Town Manager  
Melinda Hooke, Clerk/Treasurer  
JR Dodd, Chief of Police  
Quinton Callahan, Town Attorney  
Chris Coffman, Maintenance Supervisor  
Trenton Knight, Maintenance  
Kellen Stepler, DNR

**GUESTS:** Sarah Berry Lorelai Saunders  
Jennifer Coffman Hanna Moomaw

**PLEDGE OF ALLEGIANCE:** Mayor Donald Delaughter led the group in the Pledge of Allegiance to the American Flag.

**APPROVAL OF MINUTES:** A motion was made by Clarence Fox and seconded by Debbie Jessup to approve the November minutes. The motion carried with all present members voting in favor.

Roll Call Vote:

Ned Overton-Yes Debbie Jessup-Yes  
Natalie Sherlock-Yes Clarence Fox-Yes  
Sharon Jones-Yes

<b>TREASURER'S REPORT:</b> General Fund	\$29,599.94
Water/Sewer Acct.	\$221,803.03
Loan Balance	\$804,569.90
Money Market Acct.	\$1,178,191.05
ARPA Funds	\$1,139,221.79

**BILLS FOR PAYMENT:** A motion was made by Sharon Jones and seconded by Debbie Jessup to pay the bills as presented. The motion carried with all present members voting in favor.

Roll Call Vote:

Ned Overton-Yes Debbie Jessup-Yes  
Natalie Sherlock-Yes Clarence Fox-Yes  
Sharon Jones-Yes

**POLICE REPORT:** The police department shopped with students from Plains Elementary for Shop with a Hero. Chief Dodd stated what a good program this is and wished they could do more but there are a limited number of resources. Sergeant Hooke assisted the Pre-K class from Plains Elementary to shop for a local nursing home.

Chief Dodd stated that part of their vision statement has to do with being a professional police department, by continuing with training and adding driver training. The department did a half a day training in emergency vehicle operation with the training cooperative.

Mayor Delaughter thanked everyone on behalf of Trinity United Church of Christ for inviting them to participate in Shop with a Hero. The church provided Bingo for the parents and kids while their other children shopped with an officer.

Mayor Delaughter updated that the only thing left for the police department remodel is painting. He thanked the maintenance department and Chief Dodd for their hard work. He also thanked Strickler Carpet for all of their time and donation of materials. He stated that the original budget for the remodel was \$56,500 and it looked like the remodel will be completed for around \$50,000. He stated the police department looks great.

Chief Dodd also thanked Walmart for their very large and generous toy donation that was made a few months ago. The front office staff has come up with creative ways to distribute the toys to as many children as possible.

**PUBLIC WORKS:** Maintenance Supervisor Chris Coffman introduced new hire Trenton Knight, who started November 21<sup>st</sup>. He also gave Council a very detailed timeline of the major water leak that happened on the morning of Thursday, October 13<sup>th</sup> on North Main Street. He explained that the SCADA system happened to be down which delayed the response of knowing there was a leak. He assured Council that the Town's system is in line and in good working order with all other localities.

Town Manager Austin Garber gave Council a list of the jobs completed by the maintenance crew. A copy will become part of these minutes.

Austin Garber received a request from Betty Ritchie, who lives on North Main Street, to make a lot line revision. She would like to sell a portion of her property, titled Parcel A on the distributed map, to neighbor Carter Ritchie. Planning Commission reviewed and recommend approval. Austin stated that it doesn't create any non-conformities. Natalie Sherlock made a motion to approve the lot line revision as presented. Sharon Jones seconded the motion.

Roll Call Vote:

Ned Overton-Yes	Debbie Jessup-Yes
Natalie Sherlock-Yes	Clarence Fox-Yes
Sharon Jones-Yes	

**BUSINESS AND INDUSTRY:** One of the Council members asked Austin Garber about changing the amount charged, after the first two yard sales, for residents over 65 years old. Austin stated that after speaking with town staff, the recommendation is to get rid of issuing permits for yard sales altogether since permits aren't currently monitored anyway. He suggested keeping the portion of the ordinance on the books that limits residents to ten yard sales per year. Austin stated it is monotonous work to require someone to get a permit when they are not having more than two per year. Originally, the purpose for yard sale permits were to prevent someone from running a business out of their yard. Town Attorney Quinton Callahan explained that a zoning violation would occur if that happens and would be addressed that way. Mr. Callahan stated that if Council wants to get rid of yard sale permits, an ordinance amendment would need to be created and be presented to Council. Clarence Fox made a motion to do away with the yard sale permit requirement and have an ordinance amendment created. Natalie Sherlock seconded the motion.

Roll Call Vote:

Ned Overton-Yes	Debbie Jessup-Yes
Natalie Sherlock-Yes	Clarence Fox-Yes
Sharon Jones-Yes	

#### **ZONING ACTIVITY:**

3271 Legion Way – Fence

**PARKS AND RECREATION:** The Winter Festival is this Saturday, December 10<sup>th</sup> from 12-6 with the tree lighting at 5:00 p.m. and Sunday, December 11<sup>th</sup> from 1-5.

**FINANCE:** Austin Garber stated that him and Treasurer Melinda Hooke met with the auditor earlier in the week to go over the financial report. The auditors sent over the Management Discussion and Analysis for review. The audit report will possibly be ready for Council by the end of the year. Austin stated the audit report looked good with the Town is in good financial standing.

**PERSONNEL:** Sarah Showalter told Austin Garber she would be willing to serve another 4-year term on the Economic Development Authority, since her term is expiring. Also, Brad Berry's term expired on the Planning Commission and he would like to serve on a full 4-year term. There is another vacancy that needs to be filled on Planning Commission with Sarah Berry's election to Council. Cecilia Valdez posted the vacancies on social media and how to apply. Austin has received one letter of interest and will collect them until the end of the year. He will have them ready for Council for the January meeting to review. Debbie Jessup made a motion to reappoint Sarah Showalter to the EDA. Clarence Fox seconded the motion.

Roll Call Vote:

Ned Overton-Yes	Debbie Jessup-Yes
Natalie Sherlock-Yes	Clarence Fox-Yes
Sharon Jones-Yes	

Sharon Jones made a motion to reappoint Brad Berry to the Planning Commission. Debbie Jessup seconded the motion.

Roll Call Vote:

Ned Overton-Yes	Debbie Jessup-Yes
Natalie Sherlock-Yes	Clarence Fox-Yes
Sharon Jones-Yes	

The new hire for the vacant police officer position will start on Friday, December 16<sup>th</sup>.

Clarence Fox suggested some changes to the Tuition Assistance Program that was presented to Council. He thought it was too stringent for the grade requirement of a "B", and since "C" is passing for an undergraduate program, he would like that changed. Austin and Clarence discussed the section where it states, "Applications will be accepted throughout the fiscal year and will be considered on a first-come, first-served basis". Clarence would like that part taken out (E1) and as long as funds are available, it's for everyone and not just who gets there first. Austin stated another Council member suggested changing the wording from course hour to credit hour. Clarence would like "The payment shall not exceed \$500 per course hour" removed. He would like a dollar amount established. Debbie Jessup agreed and suggested \$5000 per person per fiscal year. Debbie looked at JMU's cost per credit hour to determine the amount. Clarence agreed with the \$5000 amount. Ned Overton asked the cost of a credit hour. Debbie stated JMU is \$256 per credit hour for an undergraduate degree. A graduate level course is \$529 per credit hour. Clarence Fox made a motion to amend the employee handbook to modify the Tuition Assistance Program as discussed. Debbie Jessup seconded the motion.

Roll Call Vote:

Ned Overton-Yes	Debbie Jessup-Yes
Natalie Sherlock-Yes	Clarence Fox-Yes
Sharon Jones-Yes	

**PLAINS DISTRICT MEMORIAL MUSEUM:** Sharon Jones reported there were 184 visitors last month and the yard sale made over \$1000. Upcoming programs are January 22<sup>nd</sup> with Pat Turner speaking. The appraisal fair will be February 26<sup>th</sup>.

**OTHER BUSINESS:** This is Ned Overton and Natalie Sherlock's last Council Meeting and Don Delaughter thanked them for their time served on Council.

**PUBLIC COMMENT:** None

**ADJOURNMENT:** No further business, the meeting adjourned.

**RESPECTFULLY SUBMITTED,**

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Melinda Hooke, Clerk

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Donald Delaughter, Mayor