

MINUTES OF THE TIMBERVILLE TOWN COUNCIL MEETING

March 9th, 2023

The regular monthly meeting of the Timberville Town Council was held Thursday March 9th, 2023 at 7:00 p.m. in the Town Council chambers with Mayor Donald Delaughter presiding.

MEMBERS: Carl Turner-Present Sharon Jones-Present
Clarence Fox-Present Sarah Berry-Present
Debbie Jessup-Present Isaac Kelley-Absent

PRESENT: Austin Garber, Town Manager
Melinda Hooke, Clerk/Treasurer
Quinton Callahan, Town Attorney
Kellen Stepler, DNR
Chris Coffman, Maintenance Supervisor
Brad Berry, Planning Commission
Karl Magenhoefer, Planning Commission
Kevin Farmer, Planning Commission
Sarah Southerly, Planning Commission

GUESTS: Paula Bowman
Butch Bowman
Colleen Gray
Jennifer Coffman
Regan Gerst

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 Sarah Berry and seconded by Sharon Jones to approve the February minutes. The motion carried with all present members voting in favor.

Roll Call Vote:

Sarah Berry-Yes Clarence Fox-Yes
Sharon Jones-Yes Carl Turner-Yes
Debbie Jessup-Yes

TREASURER'S REPORT: General Fund	\$224,694.69
Water/Sewer Acct.	\$215,816.79
Loan Balance	\$780,459.98
Money Market Acct.	\$1,187,001.71
ARPA Funds	\$1,137,663.42

BILLS FOR PAYMENT: A motion was made by Clarence Fox and seconded by Sarah Berry to pay the bills as presented. The motion carried with all present members voting in favor.

Roll Call Vote:

Sarah Berry-Yes Clarence Fox-Yes
Sharon Jones-Yes Carl Turner-Yes
Debbie Jessup-Yes

POLICE REPORT: Chief Dodd sent out his monthly email to Council. Mayor Delaughter explained that during September 20th- 26th from 7 a.m.- 4 p.m. there were 396 speeders during school hours on American Legion Drive. This was reported by Blue Line Solutions, the company for the speed

enforcement program. They gave a presentation to the police committee meeting this evening. The mayor said that once a proposal is given to them, Council will review.

PUBLIC WORKS: Town staff and the engineers will meet with some property owners next week to discuss the proposed Spar Mine Water line location. There may be some trees that need to be removed and staff will answer any questions that the owners may have.

Town Manager Austin Garber has been working with Town Attorney Quinton Callahan to resolve the issue at the drop boxes on the old Mason Motor Lot. The boxes were posted earlier this week and the notice sent to the property owner of the violation of the Nuisance Ordinance. They are also in violation of not having a business license. Austin has tried contacting the number on the boxes and no one has responded back to him. If the issue is not corrected, which is the boxes being removed, then within 5 days of them receiving the letter, the town will have the boxes removed. A lien will be placed on the property also.

Town staff met with the town attorney to discuss current utility billing procedures and how it will be adjusted to be in compliance with the Code of Virginia. This will be discussed more during budget time. There was fraudulent activity on the town bank account with a forged check resembling a town issued check. Treasurer Melinda Hooke worked with the bank to add additional security measures. The amount drawn was \$4,650 and the town was reimbursed for the full amount.

The March Planning Commission Meeting has been moved back a week to Thursday, March 23rd to accommodate all the schedules. Planning Commission needs to meet with the town attorney to discuss the Land Development Regulations. Once that is done, the information will be sent out for Council to review. A public hearing will be on next month's agenda to approve the Land Development Regulations. The town issued its first Short-term Rental License, which is located on Church Street.

Rails to Trails meeting is scheduled for this Saturday, March 11th at 9:00 a.m. at the Timberville Community Center.

BUSINESS AND INDUSTRY: Austin Garber stated he has received some phone calls with interest on vacant properties.

PUBLIC HEARING FOR COMPREHENSIVE PLAN: Austin Garber thanked the Planning Commission for their years of work on the review and update of the Comprehensive Plan. He explained the Comprehensive Plan acts as a guide for the Planning Commission and Council when they make decisions about the town. The plan is not a law, but a guide. The plan will be reviewed again in 5 years and the maps are updated that are in the proposed plan. Austin will print a hard copy for each Councilmember. Mayor Delaughter opened the floor for public comment. After receiving no comment, he closed the public comment section. Karl Magenhofer from the Planning Commission recommended to approve as presented. Debbie Jessup made a motion to approve the Comprehensive Plan as presented. Sarah Berry seconded the motion.

Roll Call Vote:

Sarah Berry-Yes	Clarence Fox-Yes
Sharon Jones-Yes	Carl Turner-Yes
Debbie Jessup-Yes	

ZONING ACTIVITY:

124 Belvedere St – New House
134 Granny Smith – Roof Over Deck
3400 Legion Way – New Deck and Stairs
375 S Main St – Replace Sign

PARKS AND RECREATION: Maintenance Supervisor Chris Coffman updated that the concrete walls for the boat launch have been poured.

The trailer has been ordered for the moveable stage and it is due in mid to late April. The maintenance department will be designing and building the stage. Speakers will also be ordered for better sound at the American Legion Park.

Austin Garber will be speaking with the company about ordering the bathrooms for the American Legion Park. The estimate for the site work has been received and will be around \$8,000.

FINANCE: Austin Garber will be reaching out to Council by email about their availability for scheduling the first budget meeting to do a recap presentation.

Chief Dodd updated Council that the police department will be applying to receive ARPA funds from DCJS. If approved, the amount received would be \$153,000. The budget is due by March 24th with disbursement around May 11th. The expenditures would need to be used to purchase equipment towards preventing gun violence or respond to violence.

PERSONNEL: Timberville has a joint Board of Zoning Appeals (BZA) with Broadway. Broadway's three members terms have expired. Broadway passed a resolution at their meeting renewing the terms of Eddie Long, term would be good until 3/7/2026, Joan Shifflett, term would be good until 3/7/2027 and Doris Whitmore, term would be good until 3/7/2026. Timberville must pass a corresponding resolution to reappoint them as well. Debbie Jessup made a motion to reappoint Eddie Long, Joan Shifflett and Doris Whitmore to the BZA. Clarence Fox seconded the motion.

Roll Call Vote:

Sarah Berry-Yes Clarence Fox-Yes
Sharon Jones-Yes Carl Turner-Yes
Debbie Jessup-Yes

PLAINS DISTRICT MEMORIAL MUSEUM: Sharon Jones reported the Appraisal Fair was this past Sunday with 53 people in attendance. There were 122 visitors for the month of February. Blue Grass music will be every Sunday from 1:00-4:00 p.m. The Vintage Market will be April 28th and 29th at the American Legion Park.

The museum sent in a request to have the business license fees waived for the Vintage Market event. This event will take place of the annual Dinner Dance, which is the museum's biggest fundraiser. Clarence Fox made a motion to waive the business license fees for the Vintage Market. Sarah Berry seconded the motion.

Roll Call Vote:

Sarah Berry-Yes Clarence Fox-Yes
Sharon Jones-Abstain Carl Turner-Yes
Debbie Jessup-Yes

OTHER BUSINESS: Chief Dodd updated Council that the boy scouts from Troop 1 went around town on Sunday, March 5th and returned shopping carts to businesses. Mayor Delaughter thanked them for doing that.

PUBLIC COMMENT: None

ADJOURNMENT: No further business, the meeting adjourned.

RESPECTFULLY SUBMITTED,

Melinda Hooke, Clerk

Donald Delaughter, Mayor