

DAMASCUS TOWN COUNCIL
Minutes for August 16, 2016, 6pm
Special Called Council Meeting

Council Members Present: Mitchel Greer, Tim Williams, Tom Hayes, Melissa Barrett, and Susan Seymore

Absent: Vickie Van de Vuurst

Also Present: Jack McCrady, Mayor
Tuesday Pope, Town Clerk

Gavin Blevins, Town Manager
Mike Hounshell, Police Chief

6:00pm: Mayor McCrady called the meeting to order.

Mayor McCrady asked for approval of the agenda.

- Mr. Williams made a motion to approve the agenda as presented, 2nd by Mr. Greer. The motion passed (5-0).

Mr. Blevins presented the audit service confirmation document from Owens CPA & Assoc. PC, in preparation to schedule the Town's 2015-16 fiscal year audit.

- Mr. Williams made a motion to approve and sign the audit confirmation, as requested; Ms. Seymore 2nd the motion, which passed (5-0).

Mr. Blevins reported that DHCD requires a review appraisal be done before they will release funds for the upcoming CDBG property acquisition. Quotes have been gathered, with the lowest being \$750, and the company meets required qualifications.

- Mr. Greer made a motion to hire Steve Noble/Noble Valuations to perform the necessary review appraisal, at a fee of \$750. Mr. Williams 2nd the motion, which passed (5-0).

Mr. Blevins reported that the contract will soon be ready for the grant projects A&E services firm, and will need to have an authorized signator.

It was the consensus of the Council that Mr. Blevins be the authorized signator for grant A&E contracts.

Ms. Pope reported the Fire Department has requested permission to use the fire bay for a car wash fundraiser by the department's junior members.

* It was the consensus of the Council to approve the use of the bay for a fundraiser, as requested.

Ms. Seymore reported that there is a business in Town which has been in business for many years, and hasn't had a business license. The Town Attorney advised the Treasurer that she can require the previous five years be paid up. The business owner doesn't agree due to the fact that he was never notified about the requirement, and therefore shouldn't be accountable for the fees. Ms. Seymore stated that it is the responsibility of any business owner in Town to make sure they are meeting all local, state, and federal requirements.

* It was the consensus of the Council to direct the Town Treasurer to communicate to the business owner that in order to be issued a business license, the previous five years' licensing fees must be paid first, and the Town may ask for the tax returns for those years in order to determine the amounts owed.

The Town personnel policy and the Police Department personnel policy are both in need of updating.

* Chief Hounshell agreed to update the PD's, and Mr. Blevins agreed update the Town's and make sure that both policies are cohesive.

- Mr. Williams made a motion to recess into Closed Session for discussion of personnel matters, per VA code 2.2-3711(A) (1). The motion was 2nd by Mr. Hayes, and passed (5-0).
** The Town Clerk and Police Chief were invited to participate in Closed Session.*
- Mr. Williams made a motion to return to open session, 2nd by Mr. Hayes; the motion passed (5-0).
- Mr. Williams made a motion to certify, 2nd by Mr. Greer; the motion passed (5-0).
- Mr. Williams made a motion to adjourn, 2nd by Ms. Barrett; the motion passed (5-0).

Jack McCrady, Mayor

Tuesday Pope, Clerk