

**TOWN OF ABINGDON
COUNCIL WORK SESSION
MONDAY, JULY 6, 2015 – 6:00
ARTHUR CAMPBELL MEETING ROOM – MUNICIPAL BUILDING**

A Work session meeting of the Abingdon Town Council was held on Monday, July 6, 2015 at 6:00 p.m. in the Arthur Campbell meeting room of the Municipal Building.

A. ROLL CALL

Members of Council Present:

Edward B. Morgan, Mayor
Mrs. Cathy Lowe, Vice Mayor
Mr. Richard E. Humphreys
Mr. Robert M. Howard
Mrs. Jayne A. Duehring

Administrative/Town Staff:

Gregory W. Kelly, Town Manager
Cecile Rosenbaum, Town Clerk
Deborah Icenhour, Town Attorney
Matthew Johnson, Dir. Of Planning
Chuck Banner, Dir. Of Finance
John Dew, Dir. Of Construction/Public Services
Jon Phelps, IT Department
Leigh Ann Hunter, Muster Grounds
Kevin Costello, Dir. Of Tourism and Economic
Development

Visitors:

Martha Keys, Rich Mcbeth, Bill Kittrell

The following items were discussed by Council:

1. Melanie Carter, of Carter Land and Water provided a power point presentation regarding the Wolf Creek Stream Restoration project. Ms. Carter noted details of the stream design, a timeline for installation once all permits have been obtained and provided a description of the in-kind services the town can provide to help with costs associated with the project. Mr. Kelly recommended that Council authorize him to sign any and all permit documentations during the regular meeting under Matters Not on the Agenda.
2. John Dew, Director of Public Services/Construction presented a list of four (4) surplus vehicles that he be recommended be sold at an online auction site or by sealed bids. Mr. Kelly noted that he would ask Council during the regular

meeting to declare the vehicles surplus so they can be placed for sale at online auction or by sealed bid.

3. Chuck Banner, Director of Finance reviewed the proposals he received for yearly contract for write up services for the town in relation to the annual audit. Mr. Banner commented that the firm of Thrower Blanton submitted the best price for write up services and noted that he is a former employee of this firm but didn't see a concern or conflict with using them. Mrs. Lowe asked that they include in their proposal a review of the town's internal controls and provide a recommendation regarding those controls. Mr. Banner noted that the costs associated with the write-up service were included in the 2015/2016 budget and town staff will begin preparing all the documentation the firm will need to begin the write up process.

4. Cecile Rosenbaum, Assistant Town Manager provided an update on the Arthur Campbell Award nominations. Ms. Rosenbaum reported that nominations have ended; a panel of judges from surrounding jurisdictions had reviewed the nominations and provided comments on the three (3) nominees. Council noted their agreement to the three (3) recipients and discussion ensued about notification of the awards, preparation of a press release and the event date honoring the recipients. Council indicated they would announce the awards at the regular August meeting.

5. Jayne Duehring, Council Member commented that she had attended the newly elected officials conference and learned that it was good practice for Council to do annual evaluations for Council appointees. Discussion ensued about the timing of the reviews and Council agreed that it would be acceptable to do them January and July. Greg Kelly, Town Manager noted that he would ask for sample evaluation forms from Staunton, Williamsburg, and Smithfield and Council could consider them at the mid-August work session meeting.

6. Mayor Morgan asked Council to consider appropriating the 1/3 payment of accounting services for Spiegler Blevins for their work on the proposed medical school. Mayor Morgan reported that a new application had been submitted to the tobacco commission, through a new organization, not a medical school but a collaborative effort to recruit residents and provide training in the allied health sciences. Mrs. Duehring asked if there is a discussion of putting a finite time on the time limit of outstanding bills.

7. Deb Icenhour, Town Attorney commented on the proposed draft of the Taxi cab ordinance – Mrs. Lowe commented on the time limit for filing an application and the review that is required by the Police Department. Ms. Icenhour, Town Attorney commented that she would give Council time to review the proposed Ordinance and discuss it at the August Work Session meeting.

Mayor Morgan declared a 5 minute recess for Council and Town staff to reconvene in the Council Chambers for the regular 7:30 meeting.

Edward B. Morgan, Mayor

Cecile M. Rosenbaum, Town Clerk