

TOWN COUNCIL MEETING

May 23, 2023

The regular meeting of the Montross Town Council was held May 23, 2023, and was called to order at 7:30 p.m., at Town Hall, 15869 Kings Highway, Montross, VA.

Council Members Present: Terry Cosgrove, Carolyn Carlson, Aaron Hooks, Clinton A. Watson, Jr., Kathryn S. Wittman

Council Members Absent: Bobby D. Greene, Joseph P. King
Town Manager: Francine G. Taylor

REGULAR MEETING

Mayor Cosgrove called the Council meeting to order at 7:30 p.m.

MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited, and a moment of silence was observed.

APPROVAL PRIOR MINUTES

Mayor Cosgrove asked if there were any additions or corrections to the minutes from the April 25, 2023 meeting. Town Manager Fran Taylor reported that the reference to Well 2 and the available funds of \$94.2K should have referred to Well 1 and available funds of \$119.7K. With this correction, Mrs. Carlson, seconded by Mrs. Wittman, made a motion to approve the minutes from the April 25, 2023 meeting. The motion unanimously carried.

APPROVAL FINANCIAL REPORTS

Mayor Cosgrove asked if there were any additions or corrections to the financial reports for April, 2023. Mrs. Carlson, seconded by Mr. Watson, made a motion to approve the April 25, 2023 financial reports as presented. The motion unanimously carried.

REPORTS

TOWN MANAGER – FRANCINE TAYLOR

- Reported that the US postal Service is changing the way bulk mailings are to be processed, and she will work on updating the way utility bills are prepared and mailed.
- TM worked with Attorney John Hutt's office to finalize and execute the acquisition of the parking lot purchase from Blue Ridge Bank.
- Completed the required federal ARPA funding reports
- Completed and filed final easements needed for the waterline project
- Participated in the National Day of Prayer event at the historic Courthouse

- Attended and participated in the WVFD 75th anniversary celebration
- Contacted the auditing firm used by the Town to introduce myself

OLD BUSINESS

Mayor Cosgrove provided an update on the various projects:

- Pickleball courts – the development of new courts will be researched.
- Parking lot – the Town owns a parking lot now that the transaction has been completed. We have two bids for paving and intend to secure at least one additional before choosing a vendor.
- Park –
 - Picnic tables – Northern Neck Technical Center students built and delivered four beautiful tables for the community to enjoy.
 - The Garden Club of the Northern Neck provided a \$1000 grant donation towards beautification of the park grounds.
 - The water line has been installed by Ricky Landon. It has allowed the new grass to be watered as needed.
- Waterline project –
 - Bids from three vendors for the meter segment of the new water system were explained by Mayor Cosgrove and Mrs. Taylor and reviewed by the Town Council. After discussion, Mrs. Carlson, seconded by Mr. Hooks, motioned to accept the proposal from LB Water Systems for the AMI meter package. Mayor Cosgrove asked for a roll call vote: Mrs. Carlson, aye; Mr. Watson, aye; Mrs. Wittman, aye; Mr. Hooks, aye; Mr. Cosgrove, aye. The motion was unanimously carried.
- Fall Festival –
 - The Mayor and Town Manager attended an initial meeting regarding the Fall Festival and its organization going forward. Mayor Cosgrove shared that those involved with the Committee would need to take over ownership of the event if it is to continue. He indicated that the many ongoing projects the Town is involved in, along with newer staff, predicates the need for volunteers to take over this event. After much discussion, newly established co-leaders of the festival agreed to share duties and handle the direction going forward. The committee was told that Town Hall would be available for meeting use, and that supplies such as paper, printing and envelopes would be made available to their needs. Mrs. Taylor checked into an additional phone line per the Mayor's request, but our current system is not conducive to an added extension with a dedicated message and voicemail.

NEW BUSINESS

Mayor Cosgrove encouraged Council to consider a possible food tax for the Town. Montross is the only municipality in the surrounding area without such a tax. It could add additional income for future needs and projects. More details will be researched in the near future.

PUBLIC COMMENTS

None

COUNCIL MEMBER COMMENTS

None

BUDGET WORK SESSION

Town Manager Taylor reviewed the FY2023/2024 proposed budget fund by fund with Council and explained the variables in the current budget and the needs for adjustments going forward. With questions asked and answered, a Public Hearing for budget review was scheduled for June 20th at 7:00pm.

CLOSED SESSION

Mr. Cosgrove, seconded by Mr. Watson, made a motion to adjourn to closed session for discussion relating to personnel matters for employee evaluations pursuant to Code of Virginia Section 202-3711(A)(1). The motion was unanimously carried.

REGULAR SESSION

Council returned to regular session at 9:15 p.m. Mayor Cosgrove, seconded by Mr. Watson, made a motion certifying that only matters relating to personnel matters for employee evaluations pursuant to Code of Virginia Section 202-3711(A)(1) were discussed.

Mayor Cosgrove asked for a roll call vote: Mrs. Carlson, aye; Mr. Watson, aye; Mrs. Wittman, aye; Mr. Hooks, aye, Mr. Cosgrove, aye. The motion was unanimously carried.

There being no further business, the meeting was adjourned at 9:35 p.m.

Francine Taylor
Town Manager

Terry A. Cosgrove
Mayor