

TOWN COUNCIL MEETING

March 28, 2023

The regular meeting of the Montross Town Council was held March 28, 2023, and was called to order at 7:33 p.m., at Town Hall, 15869 Kings Highway, Montross, VA.

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

Council Members Absent: Carolyn Carlson, Bobby D. Greene, Joseph P. King

Town Manager: Francine G. Taylor

REGULAR MEETING

Mayor Cosgrove called the Council meeting to order at 7:33 p.m.

MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited, and a moment of silence was observed. Mrs. Taylor reminded Council that member Bobby Greene continues to need our thoughts and prayers.

APPROVAL PRIOR MINUTES

Mayor Cosgrove asked if there were any additions or corrections to the minutes from the February 28, 2023 meeting. Hearing none, Mrs. Wittman, seconded by Mr. Hooks, made a motion to approve the minutes from the February 28, 2023 meeting. The motion unanimously carried.

APPROVAL FINANCIAL REPORTS

Mayor Cosgrove asked if there were any additions or corrections to the financial reports for the February 28, 2023. Mrs. Taylor reported that a corrected January bank reconciliation was included in their packet due to the wrong one being inserted last month. Mrs. Wittman, seconded by Mr. Hooks, made a motion to approve the February 28, 2023, financial reports as presented. The motion unanimously carried.

REPORTS

TOWN MANAGER

Mrs. Taylor reported that the new computer system has been installed and is working great, and allows both staff members to work simultaneously for more efficiency.

Yet to be accomplished to having ethernet cable installed in the TM office to allow use of the phone system in that location. We are awaiting bids for installation of that cable. Our phone company does not handle that type of work.

Mrs. Taylor shared that the waterline installation continues to be time consuming with much administration being required of the TM to coordinate reports, record documents, complete State forms to request vendor payments, and then reimburse various vendors once payment is received. Mayor Cosgrove complimented Mrs. Taylor on the great job she is doing to coordinate and respond to all aspects of the waterline project.

Mr. Watson also thanked Mrs. Taylor on the communication efforts to keep Council and the Town residents informed on situations such as the early morning accident that took out a utility pole and required traffic to be rerouted for the day. Mayor Cosgrove also concurred that posting updates and alerts to Facebook is the most expedient communication for Town members. The mayor complimented the response of the Westmoreland VFD and Westmoreland County Sheriff's Office in handling the road closings and traffic control.

Mrs. Taylor reported that Montross was chosen to receive the Historic District designation, and that she has reached out to the Virginia Department of Historic Resources for an update on the process. She was told the designation request to the National Register of Historic Places for final approval with no issues being expected.

One concern Mrs. Taylor shared was the numerous complaints received about Dr. Palmer's roaming goats. She has called and left messages at his office, and has contacted the WCSO several times when a complaint has been reported. Mayor Cosgrove has offered to help draft a letter to be sent to Dr. Palmer.

OLD BUSINESS

Mayor Cosgrove provided an update on the various projects. The waterline installation project continues, with one last easement issue to be resolved. We are still awaiting pricing for new meters, as well as additional funding needs to further extend the waterline out Route 3 and complete needed work on Carver Street. The park is really taking shape with the grass filling in and really connects the Town nicely. We are currently waiting on electrical and water installation. The Mayor and Town Manager had an initial meeting with the local Master Gardeners group about potential garden areas in and around the park. We are waiting on the establishment of the grass in order to set an official park opening, though the playground is being utilized already. Contributions are still welcome as we look to finalize amenities and signage for the park. Mrs. Taylor provided a detailed spreadsheet showing the funding picture for the park to help keep Council updated on our progress. The parking lot purchase from Blue Ridge Bank is under review by our attorney who is doing the title work currently. There are two quotes for paving have been received.

NEW BUSINESS

Mrs. Taylor shared that Brian Saunders reported mechanical issues with the mower.

Mayor Cosgrove reported that the Town Code book has not been updated since 2006, and has tasked the Zoning Planning Commission with looking into recodification. They are seeking companies to prepare the updates.

A resolution to approve the 2023 Northern Neck Regional Hazard Mitigation Plan has been requested from the Northern Neck Planning District Commission. Mr. Watson asked if we have a copy of the full plan, and Mrs. Taylor shared that she would distribute to each Councilmember. Mr. Watson moved to approve the resolution, seconded by Mrs. Wittman. The motion unanimously carried. Mayor Cosgrove shared that he is working with the Northern Neck Tech Center on purchasing picnic tables for the new park. He believes the cost needed would be \$400.

The Mayor made a motion to appropriate \$
for this purchase; Mrs. Wittman seconded and the motion passed unanimously.

A resolution was also prepared to support the annual Crime Victims Rights Week, and was signed by the Mayor earlier in the month.

Mrs. Taylor shared the invitation to support and attend the Westmoreland Volunteer Fire Department's 75th anniversary celebration on May 6th from 10am-2pm.

Mr. Hooks asked if the easement issue at Rectory and Alma had been resolved, and the Mayor shared that a group comprised of Mrs. Wittman, Mrs. Taylor, himself, Brian Saunders, reps from the construction and inspection crews met with the homeowner couple who had concerns. The meeting was productive and it was agreed that the waterline extension would be down underground and would not disturb the property owners' lot. They were very happy with this decision. Another property that had not had an easement done surfaced, and was handled by Mrs. Taylor

PUBLIC COMMENTS

Larry Hinson complimented the Town on the park and the new grass growth, and wanted to know if a water feature will be added. The Mayor shared that the original amenities that were committed to have been funded, and perhaps if funding would ever become available, a water feature could be considered in the future.

COUNCIL MEMBER COMMENTS

There being no further business, the meeting was adjourned at 8:12 p.m.

Francine Taylor
Town Manager

Terry A. Cosgrove
Mayor