

**TOWN COUNCIL WORK SESSION**  
**Tuesday, February 16, 2016**  
**James N. Houff Conference Room**

Mayor Brinkley called the meeting to order at 7:15 PM.

Present: Mayor Brinkley, Vice Mayor Hillert, Councilwoman Roberts, and Councilman Umstead

Also present: Darlene Burcham, Town Manager

Absent: Councilman Irvine

The first item on the agenda was the discussion of items for the Citizens Advisory Committee meeting on Thursday. Council identified the snow policy, appearance of the C & O yard, the tax exemption program, and the Committee's organizational structure and size as items to be discussed.

The Town Manager shared the request of Dick Deaton on behalf of the Friends of the Library for the Town to lease space on Ridgeway Street for the Friends to occupy for the purpose of more frequent book sales. Council members expressed concern about the terms and length of the lease and requested the Town Manager meet with the landlord and attend the next Friends meeting to clarify issues and get assurance that Friends are aware of and committed to assuming all expenses so the Town is held harmless.

The Town Manager recommended that Council consider waiving the fee for fingerprinting for active Fire and Rescue personnel of Alleghany County and the Town as suggested by the Police Chief. Council concurred and the item will appear on the next Council agenda for action.

The Town Manager reported the results of her investigation into the allegation by Mr. Irvine that the Fire Superintendent did not carry the Fire Marshal designation. Mr. Boyd did take the 1031 course in Staunton in 2010 and received a certificate of completion, but was not told that another course was required within a year. Records for 2010

are no longer available. Three separate State agencies have roles/courses in this process. Mr. Boyd has now enrolled in all three required courses, which will be complete by the fall. If Fire Marshal review of an incident is required between now and then, we will contact the State Fire Marshal's office or the State Police.

Topics for upcoming Council Corner articles were identified. Mayor Brinkley will prepare a State of the Town message; Mr. Umstead will do a follow-up on the need and value of volunteers; Councilwoman Roberts will address the First Responder Program; and Vice Mayor Hillert will handle the Intergovernmental Committee and the Youth in Government goal.

**CLOSED SESSION – PURSUANT TO SECTION CHAPTER 2.2-3711 A-3 REAL ESTATE and A-7 LEGAL**

**Motion made by:** Councilwoman Roberts

**TIME:** 8:41 PM

**Seconded by:** Councilman Umstead

**ROLL CALL VOTE**

**Councilman Irvine** Aye

**Councilman Umstead** Aye

**Councilwoman Roberts** Aye

**Vice Mayor Hillert** Aye

**Motion passed:** 4-0

**Motion to return to open session**

**Motion made by:** Councilwoman Roberts

**Seconded by:** Councilman Umstead

**ROLL CALL VOTE**

<b>Councilman Irvine</b>	Aye
<b>Councilman Umstead</b>	Aye
<b>Councilwoman Roberts</b>	Aye
<b>Vice Mayor Hillert</b>	Aye

**Motion passed:** 4-0

**Motion to certify only indicated items were discussed**

**Motion made by:** Vice Mayor Hillert

**Seconded by:** Councilwoman Roberts

**ROLL CALL VOTE**

<b>Councilman Irvine</b>	Aye
<b>Councilman Umstead</b>	Aye
<b>Councilwoman Roberts</b>	Aye
<b>Vice Mayor Hillert</b>	Aye

**Motion passed:** 4-0

**Motion to recess until 6 PM on Thursday, February 18, 2016 at the  
Fire Station** **TIME: 9:19 PM**

**Motion made by:** Councilman Umstead

**Seconded by:** Councilwoman Roberts

**ROLL CALL VOTE**

<b>Councilman Irvine</b>	Aye
<b>Councilman Umstead</b>	Aye
<b>Councilwoman Roberts</b>	Aye
<b>Vice Mayor Hillert</b>	Aye

**Motion passed:** 4-0