

1 **Minutes of the New Market**  
2 **Town Council Meeting**  
3 **Monday, November 16, 2015**  
4 **7:30 pm**  
5

6 The New Market Town Council met in the Council Chambers of the Arthur L.  
7 Hildreth, Jr. Municipal Building on Monday, November 16, 2015 with the following  
8 members present: Mayor Douglas Bradley, Vice-Mayor John Blosser, Peggy Harkness,  
9 Scott Wymer, Tim Palmer and Eddie Litten. Councilman Gary Comer was absent.

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11 Town Attorney – Jason Ham  
12 Town Manager – Mike Ritchie  
13 Town Treasurer – Teresa Green  
14 Administrative Assistant – Donna Lohr  
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16 Mayor Bradley called the meeting to order and established a quorum. The Pledge  
17 of Allegiance was recited in unison.

18 Mayor Bradley welcomed all visitors and guests.  
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20 **Approval of the Agenda:**  
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22 **Mr. Litten made a motion to approve the agenda as presented. Mr. Wymer**  
23 **seconded the motion which carried unanimously on a voice vote.**  
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25 **Consent Agenda:**  
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27 **Mr. Litten moved to approve the consent agenda which included the minutes**  
28 **from the October 19, 2015 Meeting of the Town Council and the Financial**  
29 **Statements for October 2015. Mr. Palmer seconded the motion which carried on a**  
30 **unanimous voice vote.**  
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32 **Public Hearing:**  
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34 No public hearings scheduled.  
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36 **Citizen Comments and Petitions:**  
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38 There were no citizen comments nor petitions.  
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40 **Committee Reports:**  
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42 **Finance & Personnel:** Mr. Litten stated that the Finance & Personnel  
43 Committee met on Monday, November 2<sup>nd</sup>, 2015 with all members present. The first  
44 agenda item was the discussion and consideration of appointments to the Historic  
45 Overlay District Review Board. A motion was made to recommend to full council the  
46 appointment of Mr. Robert Moore, Mr. Danny Rice, and Mr. Greg Bair to the Historic  
47 Overlay District Review Board. The second agenda item was the discussion and  
48 consideration of a donation request from the American Legion Auxiliary for a veteran's  
49 memorial. After some discussion, a motion was made to recommend to full council that

50 a donation of \$1,000 be made to the New Market American Legion Ladies Auxiliary for  
51 a veteran's memorial. This donation would only be made once they have raised enough  
52 funds to go forward with the project, including the pledged \$1,000 from the Town. If  
53 they are unable to raise enough funds, the Town is not obligated to make the donation.  
54 With no other business to discuss, the meeting was adjourned.

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56 **Public Works:** Mr. Blosser stated that the Public Works Committee met on  
57 Monday, November 2<sup>nd</sup>, 2015 with all members present. The first item on the agenda  
58 was the discussion of possible additional work in the Streetscape Phase II area. After  
59 some discussion, a motion was made to leave the project area as is. The motion carried  
60 on a unanimous vote of the committee. The next item on the agenda was the presentation  
61 of an Eagle Scout project by Mr. Andrew Stauff. He presented ideas to enhance the  
62 entrance way to Rebel Park. The project included some rehabilitation work on the  
63 existing monument marker along with a few other additions. With no other business to  
64 discuss, the meeting was adjourned.

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66 **Public Safety:** In Mr. Comer's absence, Mr. Blosser stated that the Public Safety  
67 Committee met on Monday, November 2<sup>nd</sup>, 2015 with all members present. There was  
68 no new business on the agenda and no other business to discuss so the meeting was  
69 adjourned.

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71 **Tourism, Economic Development, and Historic Preservation:** Mr. Palmer  
72 stated that the Tourism, Economic Development and Historic Preservation Committee  
73 met on Monday, November 2<sup>nd</sup>, 2015 with all members present. The first item on the  
74 agenda was the discussion and consideration of requests from the New Market Area  
75 Chamber of Commerce concerning the 2015 'Tis the Season event. A motion was made  
76 to recommend to Council the approval of the requests from the Chamber of Commerce.  
77 The motion passed on a unanimous voice vote of the Committee. The second item on the  
78 agenda was a presentation from Ms. Brittany Clem, Events & Marketing Director. With  
79 no other business to discuss, the meeting was adjourned.

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81 **Action Items:**

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83 The first action item was the discussion and consideration appointments to the  
84 Historic Overlay District Review Board. Mr. Ritchie commented that the terms of Mr.  
85 Robert Moore and Mr. Danny Rice are set to expire at the end of November: IN addition  
86 there is still a vacancy due to the unfortunate passing of Mrs. Barbara Bair. Mr. Moore  
87 and Mr. Rice have both expressed an interest in being reappointed for an additional three  
88 year term and Mr. Bair has indicated that he would be willing to serve the remainder of  
89 Mrs. Bair's term. These appointments did receive the recommendation of the Finance  
90 and Personnel Committee. **Mr. Litten made a motion to appoint Mr. Robert Moore  
91 and Mr. Danny Rice to the Historic Overlay District Review board for a three year  
92 term, ending in November 2018, and to appoint Mr. Greg Bair to the Historic  
93 Overlay District Review Board for the remainder of Mrs. Barbara Bair's term,  
94 ending in November 2017. Mr. Palmer seconded the motion which passed on the  
95 following roll call vote:**

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Mrs. Harkness	Aye	Mr. Palmer	Aye
Mr. Wymer	Aye	Mr. Litten	Aye

99                    **Mr. Blosser**                    **Aye**

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The next action item was the discussion and consideration of a donation request from the American Legion Auxiliary for a veterans' memorial. Mr. Ritchie stated that the American Legion Auxiliary's letter requesting funds is included in the packet for this meeting. To date, they have raised about two thirds of the necessary funds. The Finance and Personnel Committee has recommended a donation of \$1,000. **Mr. Palmer made a motion to approve a donation of \$1,000 to the American Legion Ladies Auxiliary for a veterans' memorial to be issued at the discretion of the Town Manager, based on nearness of completion of the project. Mr. Litten seconded the motion. Mr. Palmer commented that the Ladies' Auxiliary is working very hard to obtain funds for this monument. Their goal is to have the project done in the spring with a planned ceremony for Memorial Day. The motion passed on the following roll call vote:**

<b>Mr. Litten</b>	<b>Aye</b>	<b>Mr. Wymer</b>	<b>Aye</b>
<b>Mr. Palmer</b>	<b>Aye</b>	<b>Mrs. Harkness</b>	<b>Aye</b>
<b>Mr. Blosser</b>	<b>Aye</b>		

The third agenda item was the discussion and consideration of authorizing the distribution of employee Christmas bonuses. Mr. Ritchie stated that the Town Council has graciously approved an annual gift of \$100 for each full time employee. If approved, the funds will be drawn from existing payroll accounts within the budget. Currently, there are 19 full time employees. **Mr. Litten made a motion to authorize the distribution of employee Christmas bonuses in the amount of \$100 for each full time employee. Mrs. Harkness seconded the motion which passed on the following roll call vote:**

<b>Mrs. Harkness</b>	<b>Aye</b>	<b>Mr. Palmer</b>	<b>Aye</b>
<b>Mr. Wymer</b>	<b>Aye</b>	<b>Mr. Litten</b>	<b>Aye</b>
<b>Mr. Blosser</b>	<b>Aye</b>		

The fourth agenda item was the discussion and consideration of requests from the New Market Area Chamber of Commerce concerning the 2015 'Tis the Season event. Mr. Ritchie advised that included on page ten of the Council packet is a letter from the Chamber of Commerce listing their requests for the 2015 'Tis the Season event. Requests include a \$50 match for the business window decorating contest, waiving the itinerant merchant's fee for vendors that will be set up in the downtown area, use of the public parking lot, electricity, and sidewalks for carolers. The Tourism, Economic Development and Historic Preservation Committee has recommended approval of the requested support. Mr. Palmer made a motion to grant the requests of the New Market Area Chamber of Commerce for the 2015 'Tis the Season event as stated in their letter which is on page ten of the Council packet. Mr. Wymer seconded the motion which passed on the following roll call vote:

<b>Mr. Litten</b>	<b>Aye</b>	<b>Mr. Wymer</b>	<b>Aye</b>
<b>Mr. Palmer</b>	<b>Aye</b>	<b>Mrs. Harkness</b>	<b>Aye</b>
<b>Mr. Blosser</b>	<b>Aye</b>		

148 **Mayor's Comments:**

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150 Mayor Bradley announced that the United States and Virginia flags would be at  
151 half-staff until November 19, 2015 and he read the flag order issued by Governor  
152 McAuliffe in reference to the senseless acts of violence perpetrated on November 13,  
153 2015 in Paris, France.

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156 **Council Comments:**

157 Mr. Palmer reminded Council Members of the 'Tis the Season event scheduled  
158 for Saturday, December 5, 2015 and encouraged them to participate in the parade.

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160 **Staff Comments:**

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162 On behalf of all Town employees, Mr. Ritchie thanked Council Members for  
163 approving employee Christmas bonuses.

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165 **Closed Meeting:**

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167 There were no closed meetings held.

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169 **Adjournment:**

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171 At 7:48 p.m. Mr. Litten made a motion to adjourn the meeting. Mr. Wymer  
172 seconded the motion which carried on a unanimous voice vote.

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Mike Ritchie, Town Clerk

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Douglas Bradley, Mayor