

1 **Minutes of the New Market**
2 **Town Council Meeting**
3 **Monday, November 20, 2017**
4 **6:30 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 20, 2017 with the following
8 members present: Mayor Douglas Bradley, John Blosser, Peter Hughes, Gary Comer,
9 Scott Wymer, and Peggy Harkness. Councilman Tim Palmer was absent.

10
11 Town Attorney – Jason Ham
12 Town Manager – J. Todd Walters
13 Town Treasurer – Teresa Green
14 Town Planner – Alex Berryman
15 Administrative Assistant – Donna Lohr
16

17 Mayor Bradley called the meeting to order and established a quorum with five
18 members present. The Pledge of Allegiance was recited in unison. Mayor Bradley
19 welcomed all visitors, guests, and members of the press.
20

21 **Approval of the Agenda:**

22
23 **Mr. Comer made a motion to approve the agenda as presented. Mr. Hughes**
24 **seconded the motion which passed on a unanimous 5-0 voice vote.**
25

26 **Consent Agenda:**

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28 **Mr. Comer moved to approve the consent agenda which included the**
29 **minutes from the October 16, 2017 meeting of the Town Council and the Financial**
30 **Statements for October 2017. Mr. Wymer seconded the motion which carried on a**
31 **unanimous 5-0 voice vote.**
32

33 **Public Hearing:**

34
35 No public hearings scheduled.
36

37 **Citizen Comments and Petitions:**

38
39 There were no citizen comments nor petitions.
40

41 **Committee Reports:**

42
43 There were no Committee Reports.
44

45 **Action Items:**

46
47 The first action item on the agenda was the discussion, consideration, and
48 appointment of a Town Clerk per section 5.1 of the Charter of the Town of New Market.
49 Mr. Walters advised that in the past the Town Manager has also been appointed as Town

50 Clerk. Mr. Walters stated that with the change in Town Manager, Council needs to also
51 appoint a Town Clerk. Mr. Walters requested that council appoint him as Town Clerk.
52 **Mr. Comer made a motion to appoint Mr. J. Todd Walters, Town Manager, as the**
53 **Town Clerk for the Town of New Market. Mr. Hughes seconded the motion which**
54 **passed on the following 5-0 unanimous roll call vote:**
55

56	Mr. Hughes	Aye	Mr. Blosser	Aye
57	Mr. Wymer	Aye	Mrs. Harkness	Aye
58	Mr. Comer	Aye		

59

60 The second action item on the agenda was the discussion and consideration of
61 authorizing the distribution of employee Christmas bonuses. Mr. Walters advised that it
62 is his understanding that this is usually done every year. The funds for employee
63 Christmas bonuses amount to a total of \$1,900 and those funds are included in the
64 budget. This would be a \$100 bonus for each full-time employee. **Mr. Comer made a**
65 **motion to authorize the distribution of employee Christmas bonuses at \$100 per**
66 **employee. Mr. Hughes seconded the motion which passed on the following 5-0**
67 **unanimous roll call vote:**
68

69	Mrs. Harkness	Aye	Mr. Wymer	Aye
70	Mr. Blosser	Aye	Mr. Hughes	Aye
71	Mr. Comer	Aye		

72

73 The last action item on the agenda was the discussion and consideration of
74 amendments to Sec. 2-33 of the Code of New Market concerning the Town Council order
75 of business. Mr. Walters asked Mr. Alex Berryman to explain this amendment. Mr.
76 Berryman advised that in recent months Council has not heard reports from Chief Rinker,
77 Mrs. Smoot, or any updates on public works activities. This amendment adds "staff
78 reports" to the agenda for the Council meeting that occurs on the third Monday of the
79 month. This ensures that those reports will occur every month regardless of whether or
80 not there is a Council work session held during that month. **Mr. Comer made a motion**
81 **to approve the amendment to Sec. 2-33 of the code of New Market concerning the**
82 **Town Council order of business. Mr. Hughes seconded the motion.** Under
83 discussion, Mr. Comer commented that he believes this amendment is a good idea. He
84 advised that he likes to have the reports from staff. **The motion passed on the following**
85 **5-0 unanimous roll call vote:**
86

87	Mr. Hughes	Aye	Mr. Blosser	Aye
88	Mr. Wymer	Aye	Mrs. Harkness	Aye
89	Mr. Comer	Aye		

90

91 **Mayor's Comments:**
92

93 Mayor Bradley wished everyone a Happy Thanksgiving and a Merry Christmas.
94 He also reminded everyone of the upcoming Tis the Season event scheduled for Saturday,
95 December 2, 2017. Mayor Bradley read off the schedule for events for the day which
96 included business open houses, the Christmas parade, the tree lighting ceremony and
97 refreshments at Town Hall, and a visit with Santa at the Library.
98

99 **Council Comments:**

100 Mr. Comer welcomed Mr. Walters to his first official meeting of the Town
101 Council.

102 Mrs. Harkness thanked the employees for their hard work. She stated that the
103 Christmas bonus does not convey how grateful Town Council is for the effort that is put
104 in by Town employees.

105 Mr. Hughes reminded everyone that the Chamber of Commerce will hold the
106 Open Market downtown as well as Open Houses at area businesses on December 2, 2017
107 as part of New Market's Tis the Season event.

108

109 **Staff Comments:**

110

111 Mr. Walters mentioned that this coming Saturday, November 25, 2017 is Small
112 Business Saturday. Mr. Walters encouraged everyone to shop at local businesses in New
113 Market. Mr. Walters thanked Ms. Amber Smoot for a great job on promoting the Town's
114 local businesses with live face book posts. Mr. Walters stated that the Town's Public
115 Works department has been putting up Christmas banners and decorations throughout
116 Town and at the Town Office. Mr. Walters thanked Town staff and Council for the warm
117 welcome he has received during the first few weeks of his employment.

118

119 **Closed Meeting:**

120

121 None

122

123 **Adjournment:**

124

125 **At 6:43 p.m. Mr. Comer made a motion to adjourn the meeting. Mrs.**
126 **Harkness seconded the motion which carried on a unanimous 5-0 voice vote.**

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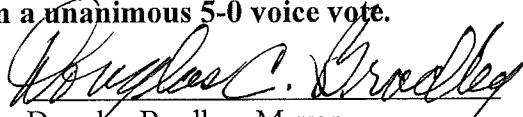
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J. Todd Walters, Town Clerk



Douglas Bradley, Mayor