

1 **Minutes of the New Market**  
2 **Town Council Meeting**  
3 **Monday, December 18, 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, December 18, 2017 with the following  
8 members present: Mayor Douglas Bradley, John Blosser, Peter Hughes, Gary Comer,  
9 Tim Palmer, and Peggy Harkness. Councilman Scott Wymer 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. Palmer**  
24 **seconded the motion which passed on a unanimous 5-0 voice vote.**  
25

26 **Consent Agenda:**  
27

28 **Mr. Comer moved to approve the consent agenda which included the**  
29 **minutes from the November 20, 2017 meeting of the Town Council, the minutes**  
30 **from the December 4, 2017 Special Called Meeting of the Town Council and the**  
31 **Financial Statements for November 2017. Mr. Palmer seconded the motion which**  
32 **carried on a unanimous 5-0 voice vote.**  
33

34 **Public Hearing:**  
35

36 No public hearings scheduled.  
37

38 **Citizen Comments and Petitions:**  
39

40 There were no citizen comments nor petitions.  
41

42 **Committee Reports:**  
43

44 There were no Committee Reports.  
45

46 **Staff Reports:**

47 **1. Public Works Report – Mr. Alex Berryman**

48 Mr. Berryman gave a brief power point presentation highlighting projects and  
49 tasks done during the past few months in the Public Works Department as well as

50 the Planning and Zoning Department. A copy of Mr. Berryman's presentation is  
51 on file with the Council packet.

52 **2. Public Safety Report – Mr. Chris Rinker**

53 Chief Rinker gave a power point presentation of his monthly police department  
54 report which included statistics for the past few months. Also included in the  
55 report was a list of trainings attended and special events worked. A copy of Chief  
56 Rinker's report is on file with the Council packet.

57 **3. Events & Marketing Report – Mrs. Amber Smoot**

58 Mrs. Smoot gave a power point presentation which included events and  
59 projects she has been working on for the past few months. A copy of Mrs.  
60 Smoot's report is on file with the Council packet.

61 Mrs. Smoot advised Council that the Town's brochures are only in a few of the  
62 rest areas along I-81. She stated that she would like to spend some additional  
63 funds to have the Town's brochures included in some additional rest areas along  
64 the 81 corridor. Discussion ensued between Council and Mr. Walters regarding  
65 budgeting funds to have the Town's brochures included in some additional rest  
66 areas. Mrs. Smoot advised that there are ways to gauge distribution of the  
67 brochures from the various rest areas. Mr. Walters advised that Mrs. Smoot will  
68 come up with a plan to revise the brochure and she will provide Council with a  
69 proposal at the next Council meeting on distribution costs as well as the cost of  
70 updating the brochures.

71

72 **Action Items:**

73

74 The first action item on the agenda was the discussion and consideration of  
75 updates to chapters one through four of the New Market Comprehensive Plan. Mr.  
76 Walters advised that Council had all received a copy of the revised chapters 1-4 of the  
77 Comprehensive Plan. The Planning Commission has recommended approval of those  
78 chapters. Council may determine if they wish to vote on the updates to those four  
79 chapters at tonight's meeting or at a later date. Mr. Berryman is present to answer any  
80 questions.

81 Mr. Hughes stated that he had some concerns regarding the updates because he believed  
82 that the information that was provided to the public prior to the public hearing was  
83 limited and that it was difficult to find the information. Mr. Hughes added that not many  
84 members of Council were present for the public hearing and the planning commission  
85 meeting that followed the public hearing. Mr. Hughes believes the work that Mr.  
86 Berryman has done on the first four chapters of the Comprehensive Plan is good,  
87 however he has concerns because the content includes things like a vision for our town as  
88 well as charts that show goals and actions that will be done as a result of the  
89 Comprehensive Plan. Mr. Hughes believes that Council needs to understand fully what is  
90 included in this document. Mr. Walters advised that Council could go through the  
91 document at a work session held at a later date and could approve the changes later. Mr.  
92 Hughes stated that he wasn't sure that people had easy access to the document and that  
93 hard copies should have been made available for the public. Mr. Palmer advised that  
94 each chapter was discussed in detail at the Planning Commission meeting and the  
95 changes were presented at that meeting. Mr. Berryman mentioned that he had provided  
96 two opportunities for the Comprehensive Plan updates to be discussed at scheduled times  
97 at Jackson's Corner Café. In addition the Plan updates were on the Town's website. The  
98 public hearing was advertised in the newspaper and also specifically emphasizing that

99 hard copies were available during business hours at the Town Office. Mr. Hughes  
 100 advised that we want members of the public to have the opportunity to embrace what is in  
 101 the Comprehensive Plan and that there is still time to allow that to happen. Mr. Palmer  
 102 stated that only a few citizens attend council meetings and work sessions anyway. Mr.  
 103 Hughes stated that this issue could be addressed at the January meeting instead of the  
 104 December meeting in order to give citizens more time to review the document. Mr.  
 105 Blosser advised that he did not believe any more citizens would attend the January  
 106 meeting than attended the December meeting. Mr. Berryman remarked that while he  
 107 appreciates Mr. Hughes' concern for the citizens, Mr. Berryman stated that he felt that  
 108 since June he had used every tool at his disposal to notify the public of the updates to the  
 109 Comprehensive Plan Chapters 1-4 and when the meetings concerning those updates  
 110 would be held. **Mr. Blosser made a motion to approve the updates to Chapters One**  
 111 **through Four of the New Market Comprehensive Plan. Mr. Comer seconded the**  
 112 **motion.** Under discussion, Mr. Hughes advised that he believed that making a motion to  
 113 the updates at the meeting tonight is a mistake and it should be delayed until the January  
 114 2018 meeting. **The motion passed on the following 4-1 roll call vote:**

116	<b>Mr. Hughes</b>	<b>Nay</b>	<b>Mr. Palmer</b>	<b>Aye</b>
117	<b>Mr. Comer</b>	<b>Aye</b>	<b>Mrs. Harkness</b>	<b>Aye</b>
118	<b>Mr. Blosser</b>	<b>Aye</b>		

119  
 120 The second action item on the agenda was the discussion and consideration of  
 121 appointing a Town FOIA Officer. Mr. Walters advised currently Mr. Alex Berryman is a  
 122 FOIA officer. The Town Attorney has advised that it is a good idea to have two FOIA  
 123 officers in the event that one is out of the office for any reason. Mr. Walters has taken  
 124 the FOIA training. **Mr. Comer made a motion to appoint Mr. Walters as a Town**  
 125 **FOIA Officer. Mr. Palmer seconded the motion which passed on the following 5-0**  
 126 **unanimous roll call vote:**

128	<b>Mrs. Harkness</b>	<b>Aye</b>	<b>Mr. Comer</b>	<b>Aye</b>
129	<b>Mr. Palmer</b>	<b>Aye</b>	<b>Mr. Hughes</b>	<b>Aye</b>
130	<b>Mr. Blosser</b>	<b>Aye</b>		

131  
 132 **Mayor's Comments:**

133  
 134 Mayor Bradley mentioned that the Tis the Season event was a successful event  
 135 with good attendance. He thanked Town staff for their hard work on the event. He also  
 136 mentioned that the Town looks beautiful with citizens and businesses decorating their  
 137 properties for the season.

138  
 139 **Council Comments:**

140 Mr. Palmer mentioned that the Chamber of Commerce had a fantastic monthly  
 141 meeting which included great food.

142 Mrs. Harkness thanked Town staff for their hard work throughout the year.

143  
 144 **Staff Comments:**

145  
 146 Mr. Walters mentioned that the Auditors' report has been distributed to Council  
 147 members for their review. Mr. Walters asked if council wants the auditors to present

148 their findings. Council members agreed to have the auditor come to present their report.  
149 Mr. Walters advised that in January the Council Work session would be scheduled for  
150 Tuesday, January 2<sup>nd</sup>, and the monthly Council Meeting will also be held on a Tuesday.  
151 Mr. Walters remarked that he appreciated being invited to the Chamber of Commerce  
152 meeting this month. He also stated that the Town is looking into the possibility of  
153 building its own stage for the Cross Roads Fest events as well as other possible events.  
154 The Town may be asking for sponsorships to help pay for the materials for the stage. Mr.  
155 Walters remarked that Town Staff is doing a great job. The staff clearly cares about the  
156 Town and puts their energies into making New Market a great place.

157

158 **Closed Meeting:**

159

160 None

161

162 **Adjournment:**

163

164 **At 7:40 p.m. Mr. Comer made a motion to adjourn the meeting. Mr. Hughes**  
165 **seconded the motion which carried on a unanimous 5-0 voice vote.**

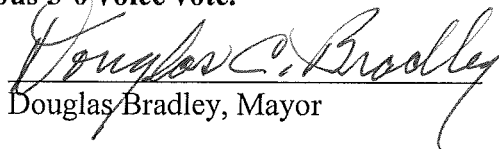
166

167

168

169

170   
171 J. Todd Walters, Town Clerk

  
Douglas Bradley, Mayor