

1 **Minutes of the New Market**
2 **Town Council Meeting**
3 **Monday, October 19, 2020**
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, October 19, 2020 with the following
8 members present: Mayor Larry Bompiani, Vice-Mayor Peggy Harkness, Daryl Watkins,
9 Scott Wymer, Bob King, Doug Bradley, and Janice Hannah.

10
11 Town Attorney – Jason Ham
12 Town Manager – J. Todd Walters
13 Administrative Assistant – Donna Lohr
14

15 Mayor Bompiani called the meeting to order and established a quorum with all
16 members present. The Pledge of Allegiance was recited in unison. Mayor Bompiani
17 welcomed all visitors and guests.
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19 **Approval of the Agenda:**
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21 **Mr. Watkins made a motion to approve the agenda as presented. Mr.**
22 **Wymer seconded the motion which passed on a unanimous 6-0 voice vote.**
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24 **Consent Agenda:**
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26 **Mr. Wymer moved to approve the Consent Agenda which included the**
27 **minutes from the September 14, 2020 Special Called Meeting of the Town Council,**
28 **the minutes from the September 21, 2020 meeting of the Town Council and the**
29 **minutes from the September 14 and September 19, 2020 work sessions of the Town**
30 **Council, as well as the financial statements for September 2020. Mr. Bradley**
31 **seconded the motion which carried on a unanimous 6-0 voice vote.**
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33 **Public Hearing:**
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35 There were no public hearings.
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37 **Citizen Comments and Petitions:**
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39 Mr. Sonny Mongold of Shady Lane, New Market, VA, commented that recently
40 the Town had a water leak and the water storage tank had been drained down to almost
41 nothing. Mr. Mongold commented that there should have been some kind of alarm on
42 the tank notifying the appropriate people that the water level in the tank was too low.
43 Mr. Mongold recognized that this issue was not an issue that was caused by the current
44 Council but he wanted to know what Council was going to do to fix the problem. Mr.
45 Mongold advised that he had always assumed that the water tank had an alarm system on
46 it.

47 Mayor Bompiani mentioned that there is an alarm on the water tank but the water level
48 was dropping at such a fast rate that by the time the alarm went off and personnel was in
49 the field looking for the leak, the tank had already drained down. The Town Council

50 accepts responsibility and is moving forward in getting answers and solutions to this
51 issue.
52 Mr. Walters remarked that there is an alarm on the tank, but by the time the leak was
53 located and public works staff had valved it off, the tank had already dropped. Mr.
54 Walters stated that the Town is currently working on getting a back-up water storage
55 tank. The Town did receive funding, which is an initial offer, that allow the Town to
56 build a second water storage tank as well as address some aging infrastructure. There is
57 land available to build a tower if that's the route the Town decides to go. Mr. Walters
58 hopes that construction could begin by this time next year, but there is engineering that
59 needs to be done first. Mr. Walters stated that the current Council has made more
60 progress towards building a second water storage tank than has been made by previous
61 Councils.

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63 Committee Reports:

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65 There were no Committee Reports.

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68 Staff Reports:

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70 1. Public Works Department Monthly Report – Mr. J. Todd Walters

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72 Mr. Walters gave a brief power point presentation which included updates on
73 planning and zoning items such as an approved zoning permit for a deck replacement.
74 There are also a few code violations on which staff is currently working. The public
75 Works Department repaired multiple leaks in Town, completed heavy trash pick-up for
76 the fall season, set up for Heritage Day, Crossroads Fest, and Movie's in the Park, and
77 performed regular maintenance and mowing of town facilities. The Water Department
78 oversaw the sewer force main repair, worked with the Town Manager to develop a water
79 loss program, and completed regular monthly testing and meter reading. A copy of Mr.
80 Walter's presentation is on file with the minutes.

80

81 2. Public Safety Monthly Report – Chief Chris Rinker

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83 Chief Rinker gave a brief power point presentation which included statistics for
84 the department for the month of September. Chief Rinker also mentioned that the Police
85 Department had provided a presence at Cross Roads Fest and the Heritage Day Festival.
86 A copy of the information presented by Chief Rinker is on file with the minutes.

86

87 3. Events & Marketing Annual Report – Mrs. Amber Smoot

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89 Mrs. Smoot gave a power point presentation which included a brief update on
90 recent events such as the Cross Roads Music Fest, Movie Night in the Park, National
91 Night Out, and the Fairway 5K Walk/Run. Mrs. Smoot mentioned that the Trick or Treat
92 on Congress Street event was canceled this year. The Town is hosting a pumpkin
93 decorating contest (partnering with Jon Henry General Store) and a virtual Halloween
94 Costume Contest. Mrs. Smoot stated that the Volunteer Appreciation Breakfast that was
95 rescheduled for November has been cancelled. Mrs. Smoot is currently planning the
96 Town's Tis the Season Event. A copy of Mrs. Smoot's report is on file with the minutes.

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97 Action Items:

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99 The first Action Item was the discussion and consideration of changes to the
100 Town of New Market Personnel Manual. Mr. Walters gave a brief power point
101 presentation highlighting the changes that were made to the personnel manual. Updates
102 included the addition of a waiver for employees that choose to opt out of employee health
103 insurance, the removal of a probationary period for seasonal or part-time employees, the
104 removal of pay grades and pay classifications, the adjustment of the payroll cycle,
105 clarifications on overtime rates and hours, removal of the date that evaluations are
106 completed, revised wording concerning family health insurance coverage, and additional
107 language for the hybrid system through VRS. Some other updates to the manual include
108 changes to the vacation time awarded to new employees, changes to the allowable
109 accrued vacation time, changes to the holiday schedule, the addition of a bereavement
110 leave policy, and the addition of eight hours of leave for community service. A copy of
111 Mr. Walters' presentation is on file with the minutes. **Mr. Bradley made a motion to**
112 **accept the changes to the Town of New Market Personnel Manual as presented. Mr.**
113 **Watkins seconded the motion which passed on the following unanimous 6-0 roll call**
114 **vote:**

115	Mr. Wymer	Aye	Mrs. Harkness	Aye
116	Mrs. Hannah	Aye	Mr. Bradley	Aye
117	Mr. Watkins	Aye	Mr. King	Aye

118

119 The second action item was the discussion and consideration of Conflict of
120 Interest Policy and Uniform Guidance Policies and Procedures for Federal Funding. Mr.
121 Walters advised that the Town's auditor recommended that the Town pass this policy and
122 procedures. This needs to be in place in the event that the Town would receive a grant or
123 loan that has federal funding tied to it. The auditor sent us a copy of the policy which
124 was then provided to the Town Attorney, who made a few revisions and then Mr. Walters
125 sent the changed policy back to the auditor who approved it. The policy is included in
126 the packet. Mr. Walters stated that he believes the water tower project may have some
127 federal funding tied to it as well as the USDA grant for the cars for the police department
128 so it is necessary to have this policy in place. **Mrs. Harkness made a motion to accept**
129 **the Conflict of Interest Policy and the Uniform Guidance Policies and Procedures**
130 **for Federal Funding. Mr. Wymer seconded the motion which passed on the**
131 **following unanimous 6-0 roll call vote:**

132	Mr. King	Aye	Mr. Watkins	Aye
133	Mr. Bradley	Aye	Mrs. Hannah	Aye
134	Mrs. Harkness	Aye	Mr. Wymer	Aye

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136 **Mayor's Comments:**

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138 Mayor Bompiani remarked that the Town Council and Town Staff are moving
139 forward to create redundancy within the water distribution system. He also mentioned
140 that he had recently attended National Night Out with the Police Department. He stated
141 this was an eye opening experience and he is very appreciative of the Town's Police
142 Department. He thanked the Chief for allowing him to come along to this event.

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144 **Council Comments:**

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146 Mayor Bradley remarked that the new trash collection company is working out
147 very well.

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Staff Comments:


Mr. Walters mentioned that he thought the CTB would meet this Thursday regarding the revenue sharing project for sidewalk on Rt. 211, however he noted that it was not listed on their agenda for the meeting. He contacted the Staunton office and they advised that it would likely be December before they vote on it.

Closed Session:

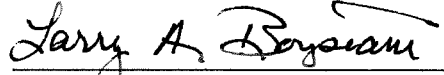
There were no Closed Sessions scheduled.

Adjournment:

At 7:11 p.m. Mr. Wymer made a motion to adjourn the meeting. Mr. King seconded the motion which carried on a unanimous 6-0 voice vote.



J. Todd Walters, Town Clerk



Larry Bompiani, Mayor