

Mount Jackson  
Town Council Annual Organizational Meeting

July 3, 2023

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The annual organizational meeting of the Mount Jackson Town Council was held July 3, 2023 at 9:00 AM in the council chambers at 5901 Main Street. Roll call was taken with Mayor Pifer and Councilmembers Evelyn Burner, Judy Fultz, Bonnie Good, and Rod Shepherd in attendance. Councilmembers Brandi Freed and Todd Holtzman were absent. Also in attendance was Mario Rosso, Finance Director; Keith Cowart, Police Chief; and Barbara Rigglesman, Town Clerk. There were no visitors.

Agenda Additions/Deletions/Changes: None

New Business:

Mayor Pifer stated that there were a lot of nominations to be covered and if there were any discussions for an item, to state the discussion as he would not be asking after each item. Mayor Pifer then asked for a voice vote rather than a counted vote for each item. All members present signified agreement with this vote process.

**1. Appointment of Vice-Mayor by Town Council.**

Councilmember Good MOVED, seconded by Councilmember Fultz to APPROVE the Appointment of Rod Shepherd as Vice-Mayor. All members present signified approval by saying AYE; motion carried unanimously.

**2. Appointment of Town Clerk, Effective July 1, 2023 – Staff Recommendation: Barbara Rigglesman.**

Councilmember Fultz MOVED, seconded by Councilmember Good to APPROVE the Appointment of Barbara Rigglesman as Town Clerk, Effective July 1, 2023. All members present signified approval by saying AYE; motion carried unanimously.

**3. Appointment of Town Treasurer, Effective July 1, 2023 – Staff Recommendation: Mario Rosso, Finance Director.**

Councilmember Shepherd MOVED, seconded by Councilmember Fultz to APPROVE the Appointment of Mario Rosso as Town Treasurer, Effective July 1, 2023. All members present signified approval by saying AYE; motion carried unanimously.

**4. Appointment of Assistant Treasurer, Effective July 1, 2023 – Staff Recommendation: Debbie Allen.**

Councilmember Shepherd MOVED, seconded by Councilmember Fultz to APPROVE the Appointment of Debbie Allen as Assistant Treasurer, Effective July 1, 2023. All members present signified approval by saying AYE; motion carried unanimously.

**5. Appointment of Chief of Police, Effective July 1, 2023 – Staff Recommendation: Keith Cowart.**

Councilmember Fultz MOVED, seconded by Councilmember Burner to APPROVE the Appointment of Keith Cowart as Chief of Police, Effective July 1, 2023. All members present signified approval by saying AYE; motion carried unanimously.

**6. Appointment of Town Attorney, Effective July 1, 2023 – Staff Recommendation: Paul J. Neal, Jr.**

Councilmember Shepherd MOVED, seconded by Councilmember Good to APPROVE the Appointment of Paul J. Neal, Jr. as Town Attorney, Effective July 1, 2023. All members present signified approval by saying AYE; motion carried unanimously.

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**7. Appointment of Town's Prosecuting Attorney, Effective July 1, 2023** – Staff Recommendation: Shenandoah County Commonwealth's Attorney's Office.

Mr. Shepherd inquired as to why there was not a named person nominated for this appointment. Chief Cowart answered that there was a lack of options. Mayor Pifer stated his hopes that this could change with the next election.

Councilmember Shepherd MOVED, seconded by Councilmember Fultz to APPROVE the Appointment of Shenandoah County Commonwealth's Attorney's Office as the Town's Prosecuting Attorney, Effective July 1, 2023. All members present signified approval by saying AYE; motion carried unanimously.

**8. Appointment of Freedom of Information Officer (FOIA), Effective July 1, 2023** – Staff Recommendation: Neil Showalter, Town Manager.

Councilmember Burner MOVED, seconded by Councilmember Fultz to APPROVE the Appointment of Neil Showalter as the Freedom of Information Officer (FOIA), Effective July 1, 2023.

Ms. Good asked if Council should just name "the Town Manager" as the FOIA Officer, rather than Neil Showalter as he has stated his plans for retirement. Mr. Shepherd stated that a person must be named as the official Officer. Ms. Burner stated that when there is a replacement for Mr. Showalter, then that person can be nominated for FOIA Officer in his stead.

All members present signified approval by saying AYE; motion carried unanimously.

**9. Reappointment of Rod Shepherd to the Mount Jackson EDA, Effective July 1, 2023** – 4-year term.

Councilmember Good MOVED, seconded by Councilmember Fultz to APPROVE the Reappointment of Rod Shepherd to the Mount Jackson EDA for a 4-year term, Effective July 1, 2023. All members present signified approval by saying AYE; motion carried unanimously.

**10. Reappointment of Steve Povlish to the Mount Jackson EDA, Effective July 1, 2023** – 4-year term.

Councilmember Shepherd MOVED, seconded by Councilmember Good to APPROVE the Reappointment of Steve Povlish to the Mount Jackson EDA for a 4-year term, Effective July 1, 2023. All members present signified approval by saying AYE; motion carried unanimously.

**11. Nomination of \_\_\_\_\_ to the Shenandoah County Tourism Council (Appointment is by the Board of Supervisors)** – 3-year term.

Mayor Pifer stated that his thoughts on this nomination would be to wait until there is a replacement for Mr. Showalter, upon his retirement, and then nominate that person for this appointment.

Councilmember Shepherd MOVED, seconded by Councilmember Good to TABLE New Business Item #11, Nomination to the Shenandoah County Tourism Council (Appointment is by the Board of Supervisors). All members present signified approval by saying AYE; motion carried unanimously.

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**12. Approval of Annual Schedule of Council Meetings and Planning Commission Meetings FY 2024.**

Councilmember Shepherd MOVED, seconded by Councilmember Fultz to APPROVE the Annual Schedule of Council Meetings and Planning Commission Meetings for FY 2024. All members present signified approval by saying AYE; motion carried unanimously.

Mr. Shepherd thanked Council for supporting him as Vice Mayor yet again.

Motion made by Councilmember Shepherd, seconded by Councilmember Burner, to adjourn the meeting at 9:08 AM. All members present signified approval by saying AYE; meeting was adjourned.

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Barbara Riggleman, Clerk

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Donald "Donnie" I. Pifer, Mayor