

Mount Jackson
Town Council Regular Meeting

February 13, 2024

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Regular Meeting

Mayor Pifer called the regular meeting of the Mount Jackson Town Council to order at 7:00 PM in the Council Chambers at 5901 Main Street. Roll call was taken with Councilmembers Al Asbury, Evelyn Burner, Judy Fultz, Bonnie Good, Todd Holtzman, and Rod Shepherd in attendance. Also in attendance were Olivia Hilton, Town Manager; Greg Beam, Assistant Town Manager; Jennifer Frye, HR Manager; Barbara Riggelman, Town Clerk; Keith Cowart, Police Chief; and Tom Neale. Visitors included Kim Cassford, CREW Executive Director; Brent Johnson, reporter for the Northern Virginia Daily; Chad Weatherholtz and son, Ridge; Marni McAllister; Buster Weatherholtz; Chad & Brittany Phillips and daughter, Charlotte; Stevie & Mary Weaver; Cookie Weatherholtz; Bill Ryan; Brenda Foley; Judi Wakeman; Karen Costie; and Elyus & Kim Wallace.

Prayer: Karen Costie offered the invocation.

Agenda Additions/Deletions/Changes: None.

Hear from Visitors: Bill Ryan stated that before Covid, there were discussions about having a day for Bill Holtzman, and inquired if this would be readdressed. Mayor Pifer asked Ms. Hilton to look into this. Mr. Ryan stated his concerns for the Town's donation to the CREW Community Center as there are many civic clubs and organizations in the area that could contribute rather than spending Town funds. Mr. Ryan also asked about a dog park in town. Ms. Hilton stated that a dog park is already in the planning stages on King Street with grant funding to pay for the project, as well as plans for the town park.

Elyus Wallace stated that he was from Winchester and wanted to congratulate Ms. Frye on the HR Manager position. Mr. Wallace stated that often outside people come into towns and get onto boards and change things; he wanted to assure everyone that Ms. Frye would not do this as she will always do what is best for Mount Jackson. Mr. Wallace gave a high recommendation for Ms. Frye and her abilities.

Opening Remarks From Mayor: Mayor Pifer welcomed Ms. Frye and Mr. Beam to the Town staff.

Presentations: None.

Chief of Police Report: Chief Cowart reported for the month of January 2024, there were 560 calls for service. Mutual aid/warrant services were 9 and 3 warrants served for other agencies. There were 2 open doors. Cold cases are still waiting on the Commonwealth Attorney to get situated. Investigator Whorton has a meeting with her on Friday, February 16, 2024 to get these resolved. There were 6 shoplifting incidents - 5 closed by arrest, 1 is inactive pending identification. There was a fraud reported that turned into a civil action between financial institutions. There was a possession of a firearm by a convicted felon; criminal history did not reflect rights being restored. This has been resolved and the person has paperwork to show he is legal to carry. All officers have been certified in First Aid/CPR/REVIVE (Narcan/Naloxone Education for overdose). All officers have obtained their law enforcement re-certification; Officer Penwell is due by the end of this year. Officer Beaver is doing well with his field training and should be released soon for independent patrol. He will start solo patrol next week.

Town Manager Report: Ms. Hilton introduced Ms. Frye to the team as HR Manager and Mr. Beam as Assistant Town Manager. As an outsider coming in to Mount Jackson, Ms. Hilton stated that this community really does capture your heart and she is excited to see the well-rounded team that is coming together. Ms. Hilton stated that it has been refreshing to have a council that believes and supports the subject matter experts on staff and thanked Council.

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Committee Reports:

1. Finance Committee - Chairperson Rod Shepherd had no report.
2. Ordinance Committee - Chairperson Evelyn Burner stated she would be speaking under New Business.
3. Personnel Committee - Chairperson Todd Holtzman had no report.
4. Public Safety Committee - Chairperson Al Asbury received a letter that Council determined should be discussed with the Chief of Police. Chief Cowart stated that to alleviate concerns, the issue has been resolved. Mr. Asbury gave the January 2024 Mount Jackson Fire Report. There were 21 total calls in January; 19 total calls in the month of December 2023; 19 calls in town. Fire alarms – 3, structure fire -2, motor vehicle crash – 9, vehicle fire – 2, inside hazmat – 1, wires down – 1, EMS assist – 1, and lockout – 2. There were 6 calls in town and 15 in the county. Rescue had a busy month and will try to get those specifics out on the March report. Reminder: Ham & Oyster Dinner on Saturday, February 24, 2024.
5. Public Services Committee - Chairperson Bonnie Good had no report.
6. Public Properties Committee - Chairperson Judy Fultz had no report.

Consent Agenda:

1. **Approval** – Minutes of January 9, 2024 Regular Meeting & January 23, 224 Work Session
2. **Appointment of Assistant Town Manager, effective February 13, 2024:**
Staff Recommendation: Greg Beam
3. **Appointment of HR Manager, effective February 13, 2024:**
Staff Recommendation: Jennifer Frye
4. **Appointment of Freedom of Information Officer (FOIA), effective February 13, 2024:**
Staff Recommendation: Jennifer Frye

Councilmember Shepherd MOVED, seconded by Councilmember Holtzman, to APPROVE the Consent Agenda items above.

ROLL CALL VOTE:

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Councilmember Asbury			
Councilmember Burner			
Councilmember Fultz			
Councilmember Good			
Councilmember Holtzman			
Councilmember Shepherd			

6 AYES, motion carried

OLD BUSINESS: None.

NEW BUSINESS:

Mayor Pifer stated that the proposed ordinance amendments are the recommendations of the Ordinance Committee to tweak some of the current ordinances and would be grouped into one motion to set a public hearing.

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1. **Ordinance O-01-2024** – To amend and reordain Chapter 18, Division 1 –Generally, Section 18-27. – Doing business, etc. without required license prohibited – Set for Public Hearing
2. **Ordinance O-02-2024** – To amend and reordain Chapter 22, Division 2 –Junk on Residential, Business and Agricultural Premises, Section 22-48. – Open storage of inoperative vehicles on residential, commercial, and agricultural property. (c) *Notice*. – Set for Public Hearing
3. **Ordinance O-03-2024** – To amend and reordain Chapter 66, Article IV – Community Designs and Standards, Section 66-40. – Standards for specific uses. (e) *Commercial uses*. – Set for Public Hearing
4. **Ordinance O-04-2024** – To amend and reordain Chapter 54, Article VII – Cigarette Tax, Section 54-300. – Definitions, and Section 54-305. – Notice of intention by retail dealers – Set for Public Hearing
5. **Ordinance O-05-2024** – To amend and reordain Chapter 54, Article V – Meals Tax, Section 54-142. – Procedure when tax not reported or collected. (c) *Notice*. – Set for Public Hearing
6. **Ordinance O-06-2024** – To amend and reordain Chapter 34 – Manufactured Homes and Trailers, Section 34-1. – Definitions. – Set for Public Hearing

Councilmember Shepherd MOVED, seconded by Councilmember Holtzman, to SET a public hearing for March 12, 2024 at 7:00 PM for the 6 ordinance amendments listed above.

ROLL CALL VOTE:

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Councilmember Asbury			
Councilmember Burner			
Councilmember Fultz			
Councilmember Good			
Councilmember Holtzman			
Councilmember Shepherd			
6 AYES, motion carried			

7. Mount Jackson Community Library Proposal for Funding

Mr. Shepherd stated that this proposal was not up for action at this meeting; it is a request from the library for funding to help pay for a part-time library manager. Mr. Shepherd recommended this request be referred to one of the committees to look into the request for the upcoming budget beginning July 1, 2024. Mayor Pifer referred this request to the Finance Committee for review and a report at the March 12, 2024 council meeting.

8. Requested Approval of the Proposed Utility Easement Between the Town of Mount Jackson and the Shenandoah County Public Schools

Ms. Hilton stated that the recommended Deed of Dedication and Easement was in the council informational packet. Town Attorney Jay Neal stated that Council would need to take action on this, though easements do not require a public hearing. Ms. Hilton stated that the Town owns all the other main water lines. This line does not branch off to the schools directly, it is the main line that goes to the Town’s well. According to Public Works Director Randy Lonas, this is something that the Town should have had an easement for already. The Town has been maintaining it for years, this easement just makes things more official going forward.

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Councilmember Holtzman MOVED, seconded by Councilmember Fultz, to APPROVE the proposed Utility Deed of Dedication and Easement between the Town of Mount Jackson and the Shenandoah County Public Schools.

ROLL CALL VOTE:

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Councilmember Asbury			
Councilmember Burner			
Councilmember Fultz			
Councilmember Good			
Councilmember Holtzman			
Councilmember Shepherd			
6 AYES, motion carried			

Closing Remarks by Council Members. Mayor: Mayor Pifer requested a report on the Cupid’s Market, which was held on Friday, February 9, 2024. Judi Wakeman stated that there were 12 vendors and one food truck. The event was a huge success and Ms. Wakeman thanked everyone for their support. The Hometown Partnership has a card with 2024 events planned throughout the year. There are a lot of fun things happening and volunteers are always needed and welcome.

Ms. Hilton introduced intern Tom Leake, “Tuesday Tom”, who came in on Friday to help with the Cupid’s Market event. Mr. Leake has been interning on Thursdays with the Town of Toms Brook. Toms Brook mayor Lisa Currie reached out to Staff to see if he could spend some intern hours with the Town of Mount Jackson as Toms Brook is a smaller locality. Mr. Leake will be with Town Staff on Tuesdays for the semester. Mr. Leake stated that he is from the Northern Neck of Virginia and is a senior at James Madison University, majoring in public administration.

Ms. Good inquired that if anyone was interested in viewing the proposed ordinance changes, where those could be found. Ms. Riggleman stated that she would be glad to provide copies at the Town Office. Ms. Hilton stated that the proposed changes can also be found in the minutes of the January 23, 2024 Council Work Session, which can be found on the Town’s website.

Ms. Burner reported that Shenandoah County Special Olympics will be having a unified basketball tournament on Monday, March 25, 2024 at Central High School in Woodstock. The event will be from 6:00-8:00 PM, doors open at 5:45 PM.

Motion made by Councilmember Good, seconded by Councilmember Shepherd, to adjourn the meeting at 7:28 PM.

Barbara Riggleman, Clerk

Donald “Donnie” I. Pifer, Mayor