

**TOWN OF ALBERTA**  
**COUNCIL MEETING MINUTES**  
**MONDAY, AUGUST 8, 2016 AT 7:00P.M.**

The Alberta Town Council held its regular monthly meeting on Monday, August 8, 2016 at 7:00p.m in the Town Office with Vice Mayor Diane Ashley presiding.

**Council Members Present:**

Diane B. Ashley, Vice Mayor  
William Holmes  
Thomas Mabry  
Jeanette Moore  
Freida Peterson  
Lois Marks

**Council Members Absent:**

Harriett Johnson

**Town Residents/Visitors Present:**

Attorney Joe Whitby, Sylvia Allen, Mary Markle, Elizabeth Burns, Buddy Hyde, Robin Tuck (Tobacco Heritage Trail), Wesley Ruffin, Richard Osmore, Ray Sawyer, Susan Sawyer, Pamela Brown and Sidney Brown.

**Call to Order and Change of the Agenda:** Vice Mayor Ashley called the August 8, 2016 meeting to order at 7:02p.m, and asked for a motion to change the order of the agenda, making Ms. Robin Tuck's presentation of the Tobacco Heritage Trail first for the council meeting. Ms. Lois Marks motioned, Mr. Holmes seconded, and it was carried unanimously.

**Tobacco Heritage Trail Presentation:** Ms. Robin Tuck presented the Tobacco Heritage Trail to the council (see attachments and visit [www.tobaccoheritagetrail.org](http://www.tobaccoheritagetrail.org) for interactive map).

**Approval of Agenda:** Vice Mayor Ashley asked for a motion to approve the agenda for the August 8, 2016 meeting. Councilman William Holmes motioned, Councilwoman Jeanette Moore seconded and it carried unanimously.

**Approval of Minutes and Bills List:** Vice Mayor Ashley asked for a motion to approve the minutes for the July 11, 2016 meeting. Ms. Jeanette Moore made a motion to approve the minutes for the regular meeting held on July 11, 2016. Mr. William Holmes seconded and it carried unanimously.

Vice Mayor Ashley asked for a motion to approve the bill list for August 2016. Mr. William Holmes made the motion to approve the bills list for August 2016. Councilman Thomas Mabry seconded and it carried unanimously.

**COMMITTEE REPORTS:**

**A. Public Safety:** No Report Available.

**B. Fire Department:** Mr. Buddy Hyde presented to council the fire report for the month of July (See attached report).

**C. Police Report:** Vice Mayor Diane Ashley presented the police report to council in the absent of Chief Officer Michael Brown (See attached report).

**D. Administrative & Finance/Economic Development:** Vice Mayor Ashley presented the July deposits to the council, which included delinquent taxes, town decal stickers, and FOIA request payments (see attachment).

**OLD BUSINESS:**

**A. Appoint Town Council:** In the prior meeting, council appointed Ms. Freida Peterson to Janet Waller's vacant seat on council and to the building and grounds committee. The council also appointed Ms. Lois Marks to Ryan Lafoon's vacant seat on Town council and the public safety committee.

**B. Scanner:** Clerk Kerry Baker ordered the scanner for the office; unfortunately the software was not compatible with the systems in the office and was sent back. A new scanner has been purchased, setup and in use.

**C. Logo/ Adoption of Town Flag:** Council voted to adopt the Town logo on July 11, 2016 (see attachment for image).

**D. Letters Regarding Town Ordinance:** Town ordinance letter will be drafted by the town attorney and will be sent out shortly thereafter.

**E. Exit Audit:** The council has not yet found an auditor to perform an exit audit, which will cover all finances from January 2012 thru June 2016.

**F. Resubmission of Bid:** M&B Trash Removal resubmitted the trash removal bid for \$125.00 per day, totaling \$500.00 a month. Vice Mayor Ashley asked for the motion to accept this bid from M&B Trash removal. Mr. William Holmes motioned, Ms. Jeanette Moore seconded and it carried unanimously.

**G. Free Garbage Pick-up:** The deadline to register for free trash removal services will be Thursday August 18, 2016. The list of residents will be generated on August 19, 2016. The removal services will begin August 22, 2016. Due to scheduling conflicts with M&B Trash Removal, pick up will on Saturdays starting on August 20, 2016.

**NEW BUSINESS:**

## **A. Freedom of Information Act (FOIA)**

1. **Procedures:** Vice Mayor Ashley has attended Virginia Municipal League seminars and has gathered information on FOIA request, the responsibilities of the mayor/ acting mayor, and town charters. Stating that anything that goes through any government office, the public is entitled however, the town has the right to charge for copies, postage, and time for the clerk for any FOIA request.
2. **New FOIA Officer:** Vice Mayor Ashley asked for a motion to resend the appointment of Councilman William Holmes as the town FOIA officer. Councilwoman Jeanette Moore motion to resend Mr. Holmes appointment as the FOIA officer, Councilman Thomas Mabry Second and carried unanimously. Vice Mayor Ashley asked for a motion to appoint part time clerk Toni-Ann Celaya as the FOIA officer. Mr. Holmes motion, Ms. Marks second and carried unanimously.
3. **Open FOIA Letter from Gertrude Reel:** Ms. Reel asked to be reimbursed for FOIA request in which she was charged. Vice Mayor Ashley asked for a motion to return charges to Ms. Reel, upon advisement of attorney Joseph Whitby, Mr. Holmes made the motion to not return the charges to Ms. Reel. Ms. Moore second and carried unanimously.

**B. Verizon Meeting:** Vice Mayor Ashley will meet with a representative from Verizon on August 20, 2016

**C. Planning Commission:** Mrs. Ashley is looking for residents who are interested in joining the planning commission, and willing to work with her on any decisions that need to be made in regards to ordinances and future develops in the town.

**D. Part Time Maintenance Position:** Vice Mayor Ashley asked for a motion to put an ad in the paper to hire a part time maintenance person. Mr. William Holmes motioned, Ms. Freida Peterson seconded, and it carried unanimously.

**E. Department of Emergency Management Letter:** Mrs. Ashley will turn the department of emergency management letter over to Mr. Joseph Whitby, whom will advice council on what actions that need to be taken.

**F. Regular Council Meeting Time:** Vice Mayor Ashley asked for a motion to have the regular scheduled council meetings every second Monday of the month at 7:00pm, in order to have news coverage. Ms. Jeanette Moore motioned, Mr. Holmes seconded and it carried unanimously.

## **ANNOUNCEMENTS/ HANDOUTS:**

There will be handouts pertaining to the Virginia cooperative extension, veterans, Virginia dominion power, and VCU medical health center in the office for the residents to take.

### **Residents and Visitors Recognition/ Comments:**

Vice Mayor Ashley recognized residents and visitors then called for comments.

Susan Sawyer asked "would it be so bad to let FOIA go without charges?"

"I just want to commend you all for having a great meeting, very understandable, conducting clarity, unity... great job.", stated Elizabeth Burns.

"I second", stated Mary Markle.

Richard Osmore stated, "Agreed!"

"I just want to echo what their saying and I look at the detail and I like what you've done... this is more of a setting of a council meeting...and moving of agenda," stated Buddy Hyde.

### **CLOSED SESSION – PERSONNEL:**

Vice Mayor Diane Ashley asked, "Is there a motion that pursuant to VA Code Section 2.1-344, Section A-3, we go into a closed meeting for the purpose of BUSINESS/PERSONNEL? Ms. Jeanette Moore made the motion, Mr. William Holmes seconded, and the motion carried unanimously.

### **CLOSED SESSION RECONVENE CERTIFICATION- OPEN SESSION:**

Part Time Town Clerk Celaya asked, "Do each of you certify that to the best of your knowledge, that the only matters discussed during the closed session just concluded were those both lawfully exempted from the open meeting requirements and identified in the motion by which the closed session was convened?"

Thomas Mabry- Yes

Freida Peterson- Yes

Jeanette Moore- Yes

William Holmes- Yes

Lois Marks - Yes

Diane Ashley- Yes

### **RECONVENED TO OPEN SESSION**

Vice Mayor Ashley asked for a motion to have both the clerks in the office part time, coming in two days of the week and have both equally trained. Councilman William Holmes made the motion, Lois Marks seconded and it carried unanimously.

### **Adjournment**

There being no further business to come before the Town Council, Ms. Jeanette Moore made the motion to adjourn the meeting for August 8, 2016 and William Holmes seconded and it carried unanimously