

December 13, 2022 Council Meeting Minutes

This meeting was available on Zoom.

Mayor McPhaul asked everyone to rise for the Pledge of Allegiance.

Councilman Bernstorff led the prayer.

Mayor McPhaul called the meeting to order at 6:37 p.m. with three members of Council present. Councilwoman Edwards and Councilman Hines were absent. Town Attorney Richard Matthews was also present.

Adopt Agenda:

On a motion by Council President Cox, seconded by Councilman Bernstorff and carried the proposed agenda was approved as presented.

Recess Council Meeting and Call Public Hearing to Order:

On a motion by Council President Cox, seconded by Councilman Bernstorff and carried the Council Meeting was recessed and the Public Hearing was called to order.

Overview of Proposed Ordinance Amendment "Parking Space Requirements for All Districts":

Planning Commission Member Yvonne Williams and Mayor McPhaul gave a brief overview of the proposed amendment to have added to the current Land Development Ordinance.

As there were no comments or questions from the Council members or public, it was motioned by Council President Cox, seconded by Councilman Jones and carried to adjourn the Public Hearing and Reconvene the Town Council Meeting.

Presenters:

There were no presenters.

Citizen's Wishing to Appear:

- A. **Dr. Phyllis Tolliver** - Came before Council to advise every one of the Democratic Congressional Primary Election to be held on Tuesday, December 20, 2022.

Clerk's Report:

- A. **Reading/Approval of November 15, 2022 Council Meeting Minutes** - On a motion by Councilman Bernstorff, seconded by Council President Cox and carried the reading of the November 15, 2022 meeting minutes were dispensed with as they are a matter of public record and previously provided to council and were approved as presented.

Treasurer's Report:

- A. **Treasurer's Report** - Mrs. Morman gave a brief update on the status of the general operating fund as of December 1, 2022. Mrs. Morman stated that our preliminary audit will start on Monday next week. On a motion by Councilman Bernstorff, seconded by Councilman Jones and carried the Treasurer's Report was accepted as presented.

- B. **Bills Paid and Presented for Payment** – On a motion by Councilman Bernstorff, seconded by Council President Cox and carried the Bills Paid and Presented for Payment were approved as presented.

Sussex Service Authority Report:

Mr. Diehl stated they are moving along on the Main St. project. The Service Authority has applied for the \$4,000,000 grant with DEQ for various projects to include the Bank St project. They are still getting the kinks worked out with getting the bills out in a timely manner. There will be a Christmas Social in place of the regular monthly meeting scheduled for next week.

Planning Commission Report:

Mr. Moss advised he had no report at this time.

Zoning Administrator:

Mayor McPhaul advised that Mr. Copeland is on vacation until after January 1, 2023.

Mayor's Report:

Mayor McPhaul stated that Jesse and Loretta Hellyer and herself spent some time at the Nursing Home today with the residents to spread some holiday cheer. The report from the VCU case study project was made available earlier today with ideas and pictures of possible projects to have completed downtown, this has been sent to the printer and hopefully will be available at the next meeting to review. Mayor McPhaul stated that the Town of Waverly participated in the Stony Creek Christmas Parade that was held on December 4th and will participate in SCYMAC's Christmas Parade on December 17th. The Mayor noted she has been in talks with the Board members from the Carpenter Museum trying to get the museum turned over to the Town and be able to open it back up to the public. The county has extended information about a \$30,000 grant that can help with the costs of repairs and opening the museum back up.

Departmental Reports:

- A. **Police** – Sheriff Giles was not present, but Mayor McPhaul stated that there had been 2 shootings within the town and both suspects have been apprehended. Mayor McPhaul also spoke on the number of accidents on Highway 460 recently, and reminded everyone to please be careful when traveling.
- B. **Public Works** – Mayor McPhaul stated Public Works has been getting the Town decorated for Christmas. They have put the winter flags up, and done some landscaping at the cemetery. Next week Public Works will start cleaning up the cemetery by removing items that hinder the upkeep process in the warmer months.

Standing Committee Reports:

- A. **Health & Safety** – Councilwoman Edwards was absent – no report.
- B. **Finance** – Councilman Bernstorff advised he had no report, as Amanda did great in her report and the Town looks to be in great shape.
- C. **Memorial/Beautification** – Councilman Hines was absent – no report.
- D. **Public Property** – Council President Cox stated that the well run times are continuing to drop, they are currently running a third (4.5 hours per day) of

what they had been running when VAW took over. He also noted he is looking forward to working with the two new council members, Councilwoman Norris and Councilman T. Jones Jr., over the next two years.

- E. **Streets** – Councilman Jones presented Council with a handout of the items he has been working on since the last meeting. This included the debris clean-up by the railroad at W Main St. and Maifeld Ave. The W Main St. railroad potholes may not be repaired until the spring due to weather. There are numerous street lights that are out within the town and will work with town admin to get those reported.

Old Business:

- A. **Ordinance Amendment “Parking Space Requirements for All Districts”** – On a motion by Council President Cox, seconded by Councilman Bernstorf and carried it was approved to accept the ordinance amendment as presented.
- B. **Jackson Ln Drainage Design** – Council President Cox stated the drainage design study and fix has been completed with some help from Public Works and Rickmond General Contracting.
- C. **Paving of Jackson and Huber Lanes** – Mayor McPhaul stated the paving has been completed on Jackson and Huber Lanes.
- D. **Update to Town Code** – Mr. Matthews will have Muncode start working on updating the Waverly Town Code in January 2023.

New Business:

- A. **Roof Repair Quote** – Mayor McPhaul asked for this item to be tabled until January to verify that all the quotes are for the same work.
- B. **Museum Landscaping** – Mayor McPhaul presented an Estimate from Schultz Lawnsapes to clean up the Museum Property. On a motion by Council President Cox, seconded by Councilman Jones and carried the Schultz estimate was approved as presented.
- C. **Carpenter Museum** – Mayor McPhaul stated that if the Town can acquire ownership of the Carpenter Museum the Town would hire someone to run the museum and have the same benefits as any full time Town employee.
- D. **Angel Tree** – Mayor McPhaul stated she had been approached by a member of Social Services for a possible donation to the Angel Tree program. On a motion by Council President Cox, seconded by Councilman Jones and carried it was approved to donate \$1,000 to Sussex County Social Services for their Angel Tree program.

As there was no further business to come before Council the meeting was adjourned at 7:02 p.m. on a motion by Council President Cox, seconded by Councilman Jones and carried.


Clerk of Council


Mayor