



Town Council: Ricky Taylor, Sam Welch, Jan Welch, Henry Nicholson, Brad York, Mark Layne

Mayor: Frank Russell II

Regular

January 13, 2025

Parksley Volunteer Fire Company- Banquet Hall

Available via Audio

Roll Call

Councilmembers: Henry Nicholson, Brad York, Richard Taylor, Sam Welch, Jan Welch, Mark Layne

Clerk Lauren Lewis

Chief B. K. Greer

Call to Order and Invocation

Mayor Russell called the meeting to order at 7:00.

Councilman Welch leads the Lord's Prayer and Pledge of Allegiance.

Guests:

Mrs. Talia Taylor, Accomack County Clerk of Circuit Court- Mrs. Taylor attended the meeting to swear in the following members; Mayor Frank Russell, Councilman Sam Welch, Councilwoman Janice Welch, and Councilman Richard Taylor. All were sworn in and signed the coinciding documentation.

<Out of agenda order> Mayor Russell read a letter aloud sent to all council with the meeting documents on Friday January 10th regarding meeting decorum and councilmember roles and responsibilities (attached to the minutes). Councilman Taylor stated he doesn't like not having individual council reports because he can't remember prior to the meetings that he's to inform the Mayor so that it's put on the agenda. Councilman Taylor stated that Mayor Russell was incorrect in that it is the Mayor's role to run the council meetings according to the Town Charter. Councilman Layne stated the Charter is conflicting because says both he mayor and the council are allowed to make the rules about the meeting. It was decided this would be discussed at the upcoming January 27th work session.

Shorely Unexpected!



Mr. Dirk Lynch & Mr. Tanner Prariara, MSA- Mr. Lynch and Prariara reviewed the preliminary engineering report that had been conducted for the grant pertaining to replacing the water tower. Several different types of water systems were presented as options. It was asked of the council to make a decision in the next few weeks about which option they're prefer that would be best for the town.

Consideration and approval of the December 16, 2024, regular meeting minutes:

Councilman Welch made a motion to accept the minutes as written. Seconded by Councilman York.

- a. Ayes- R. Taylor, B. York, J. Welch, S. Welch, H. Nicholson, M. Layne

Consideration and approval of the December 2024 bills:

Councilman Layne made a motion to approve the December 2024 bills. Seconded by Councilman Welch.

- a. Ayes- R. Taylor, B. York, J. Welch, S. Welch, M. Layne
- b. Nays- H. Nicholson

New Business:

- 1- Appointment of Town Clerk- Councilman Layne made a motion to reappoint Lauren Lewis as Town Clerk. Seconded by Councilwoman Welch.
 - a. Ayes- R. Taylor, B. York, J. Welch, S. Welch, M. Layne, H. Nicholson
- 2- Appointment of Town Attorney- Councilman Layne made a motion to reappoint Andre Wiggins as Town Attorney. Seconded by Councilwoman Welch.
 - a. Ayes- R. Taylor, B. York, J. Welch, S. Welch, M. Layne, H. Nicholson
- 3- Dissolution of Resolution- Councilman York made a motion to appoint a supervisor/department manager and by having a leader, eliminate the council liaison position. Seconded by Councilman Layne.
 - a. Councilman York revised his motion- Councilman York made a motion to appoint a public works employee as full time supervisor/manager of the public works department and eliminate the liaison position from the town council and for the next 60 days have an interim supervisor. Seconded by Councilman Layne. Councilman Taylor requested a roll-call vote
 - i. Ayes- M. Layne, B. York, J. Welch, S. Welch
 - ii. Nays- H. Nicholson, R. Taylor
 - iii. The motion passed.
- 4- **<Not on agenda>** Appointment of Vice Mayor- Councilman Layne made a motion to appoint Sam Welch as the Vice Mayor for a two-year term. Seconded by Councilman York.
 - a. Ayes- Ayes- R. Taylor, B. York, J. Welch, S. Welch, M. Layne, H. Nicholson

Department Reports:



Police Department—Chief Greer noted that the tenants causing problems on Adelaide Street have moved. He had criminal court today and traffic court next week. One disorderly conduct summons was issued last month.

Clerk- Clerk Lewis noted that the Christmas toy drive provided toys for 14 families and at least 25 children. The plans for the two new construction homes on Willis Street are expected to arrive this week for Mayor Russell's signature. Mr. John Maynard has been contacted about installing water service line taps for several residents and requesting a quote to extend the water main on Willis Street to serve the new construction homes. Clerk Lewis noted that she had been called petty on a business license application because the business owner does much for the town and shouldn't have to pay a \$30 fee or get a business license. One resident is still sending their water bill payment checks with discriminatory or obscene language on the memo line. The trial for the pending lawsuit is scheduled for August 19, 2025, in Norfolk and will last 4 days. The mayor and council are required to watch two videos every two years regarding FOIA and COIA. Clerk Lewis will send the video links and request an email from each council member confirming they've watched them. Clerk Lewis suggested the town get an emergency cell phone for after-hour calls regarding emergency issues. Quotes will be provided at the February meeting. Clerk Lewis noted that the zoning class she and Mr. Mike McCready attended in December was successful, and testing will be available in June to complete certification. The DMV Select grossed \$1,156,100.56 for the calendar year of 2024. W2's and 1099's have been completed and mailed out. Clerk Lewis stated Jessica Bonniwell, ES Rural Health, had reached out and would like to hold the 'Be Well Block Party' in town again this year. The proposed date is August 2, 2025.

Parksley Fire Company- Daryn Fussell, President- Mr. Fussell noted that materials have been ordered to renovate the banquet room. Most materials were purchased locally. The annual banquet will be held on February 8th @ 5:00. Mr. Fussell invited the council, clerk, and chief Greer to attend. PVFC has teamed up with ESCSB to use their drug incinerator, which is currently housed at the fire company. The year-end statistics show the following: an average of one fire call/day, 365 fire calls (231 in Parksley's district-Accomac Granite North to Hopeton/Gargatha), 0 dropped calls, 30.7% were accidents, 1,136 ambulance calls (661 outside of district). The council thanked Mr. Fussell for the information and for all the hard work the PVFC does for the community.

<Not on agenda> Councilman Nicholson asked the Mayor if there was anything else to discuss. Mayor Russell stated there was not. Councilman Nicholson stood up and thanked the visitors for allowing him to serve on the council and then resigned from the council. Mr. Nicholson left the meeting at 8:07 pm.

Councilman York made a motion to adjourn the meeting. Seconded by Councilman Layne. The meeting was adjourned at 8:08 pm.



X *Frank A. Russell, ii*

Frank A Russell ii
Mayor

02/10/2025

X *Lauren Lewis*

Lauren Lewis
Clerk

02/10/2025

Attached: Letter from the Mayor dated January 10, 2025

Shorely Unexpected!



January 10, 2025

A Letter from the Mayor

Council Members and Department Heads,

Greetings and Happy New Year!

A new four-year term is ahead of me, and I'm looking forward to continuing to serve the Town of Parksley and working with all of you. In the future, I'd like to conduct meetings with more of a business approach than in the past. In preparing to do so, here are some things I'd like for us to keep in mind and practice.

According to the VML Handbook for Virginia Mayors & Council Members, the council is responsible for the following: Focusing on major community goals and projects, Setting overall policy, Addressing the long-term future, Appointing the Clerk, Appointing the Town Attorney, Approving the budget and setting tax rates, Approving the issuance of local debt, Adopting local ordinances, Adopting a comprehensive plan, Determining the salaries of council members and the mayor, Filling vacancies on the council, and Appointing members of various boards, committees, and commissions.

Keeping these things in mind, let's review the five goals set forth by the VML handbook for council meetings.

- 1) The number one goal is to make good public policy for the Town. The department supervisor should manage their departments, not the council. Public policy should be the overall focus.
- 2) Adjudicate community values. In other words, balance competing interests for the betterment of the town.
- 3) Engage and educate citizens.
- 4) Burnish reputation and brand.
- 5) Build trust.

Lastly, let's discuss how I will conduct meetings from now on. I will no longer ask for individual council reports. Items to be addressed should be submitted to the clerk and myself via email no later than the Wednesday before the council meeting. Items not on the agenda will not be discussed and will be tabled for the next month's agenda. Please refrain from telling stories, as it's not town business. As much as I'm not a fan of technology, you must check your town email regularly and prepare for meetings beforehand. This is part of your duty as a council member.

I trust you all will work with me as a united front in making these changes. I am open to suggestions and constructive feedback. Please let Clerk Lewis know if you need a copy of the VML Handbook.

Best Regards,

Frank A. Russell, II

Frank A. Russell, II
Mayor