

BROOKS TOWN COUNCIL MEETING  
MINUTES

Monday, June 17, 2013

Mayor Langford led the invocation and pledge and then called the monthly meeting to order.

Council members present:           Scott Israel  
  Todd Speer  
  Ted Britt

Council members absent:           Lewis Harper  
  Jake Kunz

The proposed Agenda was provided via email to the Mayor and Council Members for review in advance of tonight's Meeting. There being no comments or revisions, Todd Speer offered a Motion to approve the Agenda and Scott Israel offered a second to the Motion. The Council voted unanimously to approve the Agenda for June 17, 2013.

The proposed Minutes of the May 20, 2013 Meeting (including Minutes of the Executive Session) were provided via email to the Mayor and Council Members for review prior to tonight's Meeting. As Council Members Lewis Harper and Jake Kunz were absent there was not a quorum of Members to vote on the Minutes of May 20, 2013 so the matter was tabled.

Committee Reports:

Mayor's Report – Mayor Langford noted that Brooks Elementary School gifted an unframed canvas and some framed pictures to the Town.

Planning and Zoning – Eddie Lanham raised the question of which Zoning Map, either the one he is carrying which he received from Mr. Langford, or the Zoning Map located on the wall in Hardy Hall, is the current Zoning Map. In checking both Maps, it was determined that the two maps are undated. Council Members were unsure of which is current. Cynthia Winkle indicated that she will contact Dan Davis at ISE to see when his office last prepared a Zoning Map for the Town. Mr. Lanham agreed to contact Huey Bray to see if he could make a determination.

Ms. Winkle reported that she had received a phone call earlier in the week but could not consider the call a complaint as the caller opted not to provide contact information. The call was to inquire if a permit had been issued for the work being done at 934 Highway 85 Connector. Mayor Langford indicated that he would make a phone call and check into the matter and then, if necessary, refer it to Mr. Lanham.

Recreation – None.

Library/VPO – Cynthia Winkle reported that the VPO is selling more than was anticipated.

Water and Sewer – None.

Financial – Financial materials were provided to the Mayor and Council Members for discussion during the Budget Hearing (below).

### **PUBLIC HEARING and SECOND READING: Proposed Ordinances**

Mayor Langford opened the Public Hearing on the Proposed Ordinances. The Mayor and Council Members were provided with the proposed Ordinances which were subject to the Public Hearing and First Reading at the Council Meeting of May 20, 2013. Mayor Langford noted that Fayette County, specifically Vanessa Birrell, had signed off on the proposed Soil Erosion and Sedimentation Control Ordinance.

- A. Model Emergency Management Ordinance
- B. Public Conduct Ordinance
- C. Solid Waste Management Ordinance
- D. Occupational Tax Ordinance
- E. Building and Construction Code Ordinance
- F. Parks and Recreation Ordinance
- G. Monument Signs Ordinance
- H. Soil Erosion and Sedimentation Control Ordinance

Mayor Langford welcomed comment from the public as there were residents in attendance, but there was no comment offered. As a result, Mayor Langford closed the Public Hearing.

At this time, Scott Israel offered a Motion to approved and adopt the Proposed Ordinances and Todd Speer offered a Second to the Motion. The vote of the Council Members present was unanimous in favor of approving and adopting the Proposed Ordinances.

### **PUBLIC HEARING: Budget for Fiscal Year Ending June 30, 2014**

Mayor Langford opened the Public Hearing on Proposed Budget for Fiscal Year July 1, 2013 – June 30, 2014. Cynthia Winkle provided the Mayor and Council Members with revised materials which compare the Actual expenditures of FYE June 30, 2012 with Year to Date expenditures of FYE June 30, 2013 with the Final Budget for FYE June 30, 2013 and a Proposed Budget for FYE June 30, 2014. The Mayor and Council Members reviewed and discussed the figures.

Mayor Langford noted that the renovations of the Church Building continue but funding is becoming limited as the end of the Fiscal Year approaches. At this point, approximately \$3,908.30 remains available.

Mayor Langford welcomed comment from the public. Although there were residents in attendance, there was no comment offered and as a result, Mayor Langford closed the Public Hearing.

At this time, Ted Britt offered a Motion to approve the Proposed Budget which anticipates Revenue in the amount of \$206,000 and Expenditures in the amount of \$199,000. Scott Israel offered a Second to the Motion and the vote of the Council Members present was unanimous in favor of approving the proposed Budget for Fiscal Year Ending June 30, 2014.

#### Unfinished Business:

Library Renovation – Cynthia Winkle reminded those present that she had met with Don Cobb and Kim Morris the previous week and hired Mr. Cobb to prepare an existing plan plus a proposed final plan. After the plans are prepared, we will again meet to discuss revisions. Once finalized, Mr. Cobb and Ms. Winkle will take the plans to meet with appropriate parties at Fayette County to discuss the potential project.

LMIG Roadwork – Cynthia Winkle reported that the Town had submitted its required Status Report to the DOT. The Church Alley work remains unscheduled but we are in contact with the County to schedule this work when best for them.

Proposed Ordinances - See Public Meeting/Second Reading above.

Town Street Lamp Ornaments (switch to LED?) – HOLD pending input from Leby.

Budget for FYE June 30, 2014 - See Public Hearing above.

Fire Services Impact Fee – Resolution Adoption – In March, the Town completed its paperwork for State review. Scott Israel offered a Motion to approve and adopt the Fire Services Impact Fee Resolution and Ted Britt offered a Second to the Motion. The vote of the Council Members present was unanimous in favor of the Motion.

Personnel Matters – Cynthia Winkle reported that she had met with Kim Morris and Ms. Morris is pleased to accept the position of Town Clerk and looks forward to working with everyone beginning in July.

#### New Business:

Permit Fees – Previously on hold pending adoption of proposed Ordinances, the Mayor and Council discussed the existing permit fees and determined that they would like to revisit this issue at the next Council Meeting so that Eddie Lanham will be present to participate in the discussion and to only change only the following fees in the meantime:

Sign Permit		\$100.00
Six Month Temporary Office/Storage Fee		\$100.00
Special Event Permit	Resident (individual/sponsor)	\$25.00
	Non-Resident (individual/sponsor)	\$250.00

Todd Speer offered a Motion to establish the above Permit Fees for Signage and Special Events Permits and Ted Britt offered a Second to the Motion. The vote of the Council Members present was unanimous in favor of the Motion.

SAVE Program – Cynthia Winkle reported that the required renewal of the Town’s agreement with the SAVE Program was due in July 1, 2013. Ms. Winkle indicated that the renewal was prepared and would be mailed the following day since the Budget for FYE June 30, 2014 was approved this evening.

Any Other Business:

Cemetery/Pet Issue - Ted Britt indicated that he had received a call a few weeks ago from a female resident that includes walking in the Cemetery in her daily exercise routine. Recently, a gentlemen had been allowing his two large dogs to run loose at the football fields but also happened to run in the Cemetery on occasion. Mr. Britt suggested that she contact the Sheriff’s Office. The Council Members will try and monitor the situation and talk to anyone they see allowing their pets to run loose in either the recreation facilities or the Cemetery.

Eagle Scout Project – Scott Israel reported that he met with Zachary Byrd to look at the arbor at Hollingsworth House and they agreed that it is a do-able project. He will keep the Council posted as this project progresses.

Town Property Maintenance – Cynthia Winkle reported that she had received a bid from Aaron’s Lawn Service which is significantly less than the Town is paying for a lesser service. Aaron’s is a business licensed by the Town. After the Council Members reviewed the proposal of Aaron’s and the scope of work included in the bid, Ted Britt offered a Motion to Accept the Proposal, including the weed/fertilizer treatments seven times per year, and Scott Israel offered a Second to the Motion. The vote of the Council Members present was unanimous in favor of the Motion.

GMA Proxy – After brief discussion, the Council authorized Mayor Langford to execute the proxy and forward same to the GMA.

July Council Meeting – The Council Members determined that if there was not anything on the Agenda for July, the next Meeting will be held on August 19, 2013 to allow Council Members scheduled vacations, etc. In the event something comes up, Ms. Winkle will alert them.

Ms. Winkle reported to the Council that to date, a total of \$9,000.00 had been paid to BAR, Inc., including a \$3,000.00 contribution toward the swing set, and was wondering if the Council would like to make an additional contribution prior to June 30<sup>th</sup> since the Budget provided for a total of \$12,000.00 in contributions in this fiscal year. Todd Speer offered a Motion to contribute an additional \$3,000.00 to BAR, Inc. and Scott Israel offered a Second to the Motion. The vote of the Council Members present was unanimous in favor of the Motion.

REMINDER: Financial Reports are due from everyone no later than July 8<sup>th</sup> for everyone - both Election and Non-Election years.

There being no other business, Todd Speer made a Motion to adjourn which was seconded by Ted Britt. The Council Members present voted unanimously to adjourn and Mayor Langford closed the meeting.

Respectfully Submitted,

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Cynthia Winkle, Town Clerk