

1 **Minutes of the New Market**  
2 **Town Council Meeting**  
3 **Monday, November 21, 2022**  
4 **6:30 pm**  
5

6 The New Market Town Council met in the Council Chambers of the Arthur L.  
7 Hildreth, Jr. Municipal Building on Monday, November 21, 2022 with the following  
8 members present: Mayor Larry Bompiani, Vice-Mayor Peggy Harkness, Janice Hannah,  
9 Bob King, Peter Hughes, and Daryl Watkins. Mayor Bompiani had laryngitis so Vice-  
10 Mayor Harkness conducted the meeting.

11  
12 Town Attorney – Jason Ham  
13 Town Manager – J. Todd Walters  
14 Town Treasurer – Teresa Green  
15 Administrative Assistant – Donna Lohr  
16

17 Vice-Mayor Harkness called the meeting to order and established a quorum with  
18 five members present. The Pledge of Allegiance was recited in unison. Vice-Mayor  
19 Harkness welcomed all visitors and guests.  
20

21 **Approval of the Agenda:**

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23 **Mr. Hughes made a motion to approve the agenda as presented. Mr. King**  
24 **seconded the motion which passed on a unanimous 5-0 voice vote.**  
25

26 **Consent Agenda:**

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28 **Mr. Hughes moved to approve the Consent Agenda which included the**  
29 **minutes from the October 17, 2022 Meeting of the Town Council and the Financial**  
30 **Statements for October 2022. Mr. King seconded the motion which carried on a**  
31 **unanimous 5-0 voice vote.**  
32

33 **Public Hearing:**

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35 There were no public hearings scheduled.  
36

37 **Citizen Comments and Petitions:**

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39 Ms. Stephanie Seekford, President of the New Market Volunteer Fire & Rescue  
40 Department gave a summary of statistics on call volume for the department for the past  
41 month.

42 There were no comments emailed from the public to the Town Manager.  
43

44 **Committee Reports:**

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46 There were no committee reports.  
47

48 **Staff Reports:**  
49

50 **1. Public Works Department Monthly Report – Mr. J. D. Fadley**

51 Mr. Fadley gave a power point presentation summarizing the projects on which  
52 his department had worked over the past month. The Maintenance Department repaired  
53 water leaks at locations on John Sevier Road and East Old Cross Road, put up Christmas  
54 lights and decorations in the community park and throughout Town, upgraded all lights at  
55 the tennis courts and basketball courts to LED, and continued work on the water line  
56 project on Fairway Drive. The Water Department replaced a bad phase control monitor  
57 at SVA Well, ran a new waste line for the turbidity meter at the SVA Well, provided  
58 oversight of the painting of the water tanks at the Memcor Plant, scheduled the SVA Well  
59 floor repair, and updated the new SCADA system to bring more information to the plant.  
60 A copy of Mr. Fadley’s report is on file with the minutes.

61

62 **2. Planning Department Monthly Report – J. Todd Walters**

63 Mr. Walters gave a brief summary of permits that had been issued for the past  
64 month. A zoning permit was approved for 9377 Congress Street for short term rental.  
65 This was the old funeral home building that is currently owned by Jon Henry and family.  
66 Mr. Walters did approve a lot line adjustment at the Italian Job and the gas station. That  
67 is all now owned by one owner who wanted some lines shifted around. Mr. Walters is  
68 currently reviewing another boundary line adjustment between the cemetery and the  
69 Poultry Plant. The Poultry Plant had agreed to donate approximately an acre of land so  
70 the cemetery can be expanded. Mr. Walters does have that plat on his desk for review.  
71 Mr. Walters will be scheduling a Planning Commission Meeting in early January. He has  
72 received a request from a homeowner regarding the short term rental ordinance. The  
73 concern is that in R-1 and R-2, it is written that it must be owner occupied. This means  
74 that the owner must be at the property in order for it to be rented out. This particular  
75 person is in the zone where it must be owner occupied and he and his family are going on  
76 a mission trip and they would like to use their house as a short term rental. He is asking  
77 if Planning Commission could review the Ordinance again.

78

79 **3. Public Safety Monthly Report – Chief Chris Rinker**

80 Chief Rinker gave a brief power point presentation highlighting the statistics for  
81 the month of October 2022 as well as some notable events for the month. The Police  
82 Department participated in the Response Candle Light Vigil Walk on Congress Street;  
83 Sergeant Smoot attended the regional Chief’s meeting in Harrisonburg; Sergeant Smoot  
84 attended public safety event at the Lowes in Woodstock. The Police Department  
85 provided traffic control for the Fairway 5K and they provided a police presence during  
86 the Congress Street Trick or Treating Event. They gave out over 300 glow sticks to  
87 children. Chief Rinker gave a brief summary of places and organizations that he and  
88 Benelli had visited. A copy of Chief Rinker’s report is on file with the minutes.

89

90 **4. Events & Marketing Monthly Report – Mrs. Amber Smoot**

91 Mrs. Smoot gave a brief power point presentation noting recent events as well as  
92 upcoming events in New Market. Events that occurred in October included the Faces of  
93 Tourism, the Fairway 5K Walk/Run, and Trick or Treat on Congress Street. Coming up  
94 in November is Small Business Saturday. Everyone is encouraged to shop local on that  
95 day. Other upcoming events include the Tis the Season event and the Flashlight Candy  
96 Cane Hunt. Mrs. Smoot is also currently working on changes to the new website,  
97 Wayfinding Signage plans, RevUp Class, and the Traipse App. A copy of Mrs. Smoot’s  
98 presentation is on file with the minutes.

99

100 **Action Items:**

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102 There were no action items on the agenda.

103

104 **Mayor's Comments:**

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106 Vice-Mayor Harkness commended the Town Staff for their hard work, especially  
107 in preparation for the upcoming Tis the Season event.

108

109 **Council Comments:**

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111 There were no comments from Council members.

112

113 **Staff Comments:**

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115 Mr. Walters commented that the Burger King had recently closed in New Market.  
116 He advised that the Mayor had been in contact with Mr. Holtzman who is looking for  
117 someone to lease the property. Mr. Walters advised that this is a loss of \$50,000 a year in  
118 Meals Tax for the Town. The Town has also recently lost \$25,000 in Bank tax. Mr.  
119 Walters also mentioned that staff is currently working on a budget amendment to be  
120 voted on at the December Meeting. A work session of Town Council will be scheduled  
121 in early December. The public hearing will be scheduled prior to the December Council  
122 Meeting. The Town did received the \$50,000 Planning Grant funds for the Community  
123 Center. Mr. Walters is awaiting instructions for how to proceed. Mr. Walters wished  
124 everyone a happy Thanksgiving.

125

126 **Closed Meeting: At 7:01 p.m., Mr. Hughes made a motion to recess into Closed**  
127 **Session as authorized by section 2.2-3711(A)(1) of the state code to discuss the hiring**  
128 **or appointment of specific public officers, appointees, or employees. The subject**  
129 **matter is the hiring of a specific employee. Mr. Watkins seconded the motion which**  
130 **passed on the following unanimous 5-0 roll call vote:**

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|     |             |     |               |     |
|-----|-------------|-----|---------------|-----|
| 132 | Mrs. Hannah | Aye | Mr. King      | Aye |
| 133 | Mr. Watkins | Aye | Mrs. Harkness | Aye |
| 134 | Mr. Hughes  | Aye |               |     |

135

136 At 7:27 p.m., Mr. Watkins made a motion to return to open meeting by  
137 reading aloud the following Certification Resolution: With respect to the just  
138 concluded closed session, and to the best of each member's knowledge, (i) only  
139 public business matters lawfully exempted from open meeting requirements under  
140 The Virginia Freedom of Information Act and (ii) only such public business matters  
141 as were identified in the motion by which the closed meeting was convened were  
142 heard discussed or considered in the meeting by the Town Council. Mr. Hughes  
143 seconded the motion which carried on the following unanimous 5-0 roll call vote:

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|     |               |     |             |     |
|-----|---------------|-----|-------------|-----|
| 145 | Mrs. Harkness | Aye | Mr. Watkins | Aye |
| 146 | Mr. King      | Aye | Mrs. Hannah | Aye |
| 147 | Mr. Hughes    | Aye |             |     |

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**Mrs. Hannah then made a motion to amend the agenda to include discussion of the process by which Town Council hires a new Town Manager. Mrs. Harkness seconded the motion which passed on the following unanimous 5-0 roll call vote:**


|                    |            |                      |            |
|--------------------|------------|----------------------|------------|
| <b>Mrs. Hannah</b> | <b>Aye</b> | <b>Mr. King</b>      | <b>Aye</b> |
| <b>Mr. Watkins</b> | <b>Aye</b> | <b>Mrs. Harkness</b> | <b>Aye</b> |
| <b>Mr. Hughes</b>  | <b>Aye</b> |                      |            |

Mr. Ham advised several ways Council could proceed with the hiring process. He mentioned they could advertise the position, contact the Berkeley Group, or enlist a private contractor or professional organization. Mr. Walters mentioned that in the past the Town has advertised through the VML website and that is where Mr. Walters had looked for jobs in the past. Mr. Ham mentioned that the New Market has a really good reputation as a Town and that is what people are looking for who are applying for Town Manager positions. Mr. Ham advised that Council could advertise on the VML website for a while and see if they get the number and type of applications they are looking for. If applications haven't come in by January, the Town could consider hiring a private company to help hire a Town Manager. Mr. Walters advised that the Town Manager ad could be posted to the VML website pretty quickly, usually it is on the website within a day of submission.

Discussion ensued to determine what Council would like to include in the job ad. Council agreed they would like to see 5+ years of progressively responsible experience in local government. A college degree is preferred but not required. The advertised salary range should be \$90,000 - \$110,000, but exceptions may be made for highly qualified candidates. Council asked Mr. Walters to include mention of on-going projects in the Town in the Town Manager Profile that will be included as a link for the job ad. Council agreed that the review of applications should begin December 30, 2022. Applications will be sent to Mr. Walters.

**Adjournment:**

**With no further business to discuss, at 8:16 p.m. Mr. King made a motion to adjourn the meeting. Mrs. Hannah seconded the motion which carried on a unanimous 5-0 voice vote.**

  
\_\_\_\_\_  
J. Todd Walters, Town Clerk

  
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Larry Bompiani, Mayor