

VILLAGE OF MARVIN
Regular Council Work Session Meeting Minutes
August 31, 2017 – Village Hall
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Mayor Pollino called the regular meeting to order at 5:02 p.m.

Quorum was established with the following members in attendance: Mayor Joe Pollino, Mayor Pro Tem Brian Beaty, Councilman Robert Epps, and Councilman Ron Salimao

Absent: Councilman Nick Dispenziere

The following staff was present:
Barbie Blackwell, Clerk
Derek Durst, Park Manager

ADOPTION OF AGENDA

Councilman Salimao requested the following actions to the agenda:

(1) Requested removing item *6.a Discussion and Consideration of the Interim Administrator/Planner contract*. Councilman Salimao noted it was a staff issue.

(2) Tabling item *6.d Discussion and Consideration of Broadmoor Subdivision Final Plat until next meeting*.

(3) Move item 6.e Discussion and Consideration of Barcroft Subdivision Final Plat to a. Renumber item 6.f "*Discussion and Consideration of Amendment to Policy P-2010-05-02, External Meetings*" as item 6.e and 6.g "*Discussion and Consideration of Council Comments*" as item 6.f.

(4) Adding a new 6.g "*Discussion and Consideration to establish office policy for Mayor and Council and create a sign-in log to schedule and track meetings*".

Mayor Pollino requested to pull the amendment for discussion regarding changing Council's regular meeting schedule from the September 12 to September 20 because he nor Councilman Dispenziere received any notice regarding the schedule change.

Councilman Salimao noted three Council members were not available and there would not be a quorum for the meeting. Councilman Salimao also noted that he did not speak to Councilman Dispenziere because he would not in town for the meeting.

Mayor Pollino asked Councilman Epps if he would be available to meet on September 12. Councilman Epps confirmed that he would not be available for the September 12 meeting.

Mayor Pollino requested removing the July 11, 2017, regular minutes until next meeting to have more time to review them.

Motion: Mayor Pollino moved to approve the agenda as amended.

Vote: The motion passed with a unanimous vote.

PLEDGE OF ALLEGIANCE

Council led the Pledge of Allegiance.

CONSENT AGENDA

Council reviewed and approved the consent agenda items as amended. *(See Attached: All consent agenda items, except for the July 11, 2017, meeting minutes, were approved by Council are hereby incorporated by reference and made a part of these minutes).*

Motion: Councilman Salimao moved to approve the consent agenda as amended.
Vote: The motion passed with a unanimous vote.

ADMINISTRATOR'S REPORT

Ms. Blackwell presented the report on behalf of Ms. Mary Shkut, Interim Administrator/Planner for Council for review. *(See Attached: Administrator's Report hereby incorporated by reference and made a part of these minutes).*

Motion: Councilman Salimao moved to approve and authorize staff to move forward on the initiation of text amendments for Temporary Use Permit issues and Tree Permits as specific in the Administrator's Report.
Vote: The motion passed with a unanimous vote.

Mayor Pollino questioned the tree ordinance. He asked if the Village pulled a permit for the tree on church property behind the Village Hall.

Mayor Pollino questioned why Firethorne HOA was required to pay for a permit after the tree was determined dead and became a safety issue.

Council said that Firethorne HOA could ask for refund from the Village of Marvin.
Councilman Salimao suggested reviewing the Land Use Plan at the next 2 meetings prior to scheduling a joint meeting with the Planning Board.

PUBLIC HEARING

Mayor Pollino requested a motion to open the public hearing for public comments for the renewal of Temporary Use Permit #16-11715 Amber Meadows Sales Center on parcels 06-222573 and 06-222574.

Motion: Mayor Pro Tem Beaty moved to open the public hearing for renewal of TUP #16-11715 at 5:25 pm.
Vote: The motion passed with a unanimous vote.

There was no one signed up to speak.

Mayor Pollino requested a motion to close the public hearing.

Motion: Mayor Pro Tem Beaty moved to close the public hearing for renewal of TUP #16-11715 at 5:25 pm.
Vote: The motion passed with a unanimous vote.

Council discussed and approved the renewal of the TUP #16-11715 Amber Meadows Sales Center on parcels 06-222573 and 06-222574 for one year beginning July 25, 2017 and expires July 25, 2018. *(See Attached: TUP #16-11715 is hereby incorporated by reference and made a part of these minutes).*

Motion: Councilman Salimao moved to approve the renewal of the TUP #16-11715 Amber Meadows Subdivision Sales Center on parcels 06-222573 and 06-222574 with the conditions identified in the staff report
Vote: The motion passed with a unanimous vote.

NEW BUSINESS

Discussion and Consideration of Barcroft Subdivision Final Plat:

Council reviewed the Staff Report for the final plat and performance guarantee materials for the Barcroft Subdivision. *(See Attached: Staff Report on the Barcroft Subdivision final plat and performance guarantee materials hereby incorporated by reference and made a part of these minutes).*

Motion: Councilman Salimao moved to approve the Barcroft Subdivision Final Plat with the following conditions:

1. The receipt of NCDOT approvals and Driveway Access Permits, if not provided.
2. Payment of the Fee-in-lieu, for public trail construction, if not yet provided.
3. The reimbursement of any fees owed to the Village for engineering and/or consulting services.
4. Attorney review and approval of the following:
 - The Performance Guarantee
 - The Security Agreement
 - The Declaration of Covenants Conditions and Restrictions

Vote: The motion passed with a unanimous vote.

Discussion and Consideration of plans to interview applicants for Village Administrator and part-time Planner positions:

Mayor Pollino said that Council continues to receive applications for the Administrator and Planner positions. He asked Council was there a plan in place to start interviewing candidates.

Motion: Mayor Pro Tem Beaty moved to appoint Ms. Mary Shkut as the new Administrator/Planner.

After a lengthy discussion, Council voted on the following motion:

Motion: Mayor Pro Tem Beaty moved to amend his original motion and offer the Administrator/Planner position to Ms. Mary Shkut full-time at the same salary as the previous Administrator/Planner with benefits.

Vote: The motion passed with a unanimous vote.

Councilman Salimao directed Ms. Blackwell to prepare a standard offer letter and send it to Ms. Shkut.

Discussion and Consideration of Tullamore and Carolina Thread Trail Contract:

Mr. Derek Durst presented his staff report for Council to discuss and consider construction for redoing Phase I of the Tullamore trail contract with Scott Brown of Blue Ridge Trail Works. *(See Attached: Staff Report on the Tullamore and Carolina Thread Trail Contract hereby incorporated by reference and made a part of these minutes).*

Motion: Councilman Salimao moved to approve to appropriate \$5,000 from Fund Balance – Loop and Greenway Expansion for the Tullamore Trail Phase I.

Vote: The motion passed with a unanimous vote.

Discussion and Consideration of Broadmoor Subdivision Final Plat:

Council took no action and tabled this item until the next meeting.

Discussion and Consideration of Amendment to Policy P-2010-05-02 External Meetings:

Ms. Blackwell presented the report on behalf of Ms. Mary Shkut, Interim Administrator/Planner for Council for review. *(See Attached: Staff Report on the Amendment to Policy P-2010-05-02 External Meetings hereby incorporated by reference and made a part of these minutes).*

Motion: Councilman Salimao moved to approve striking existing text in Policy P-2010-05-02 – External Meetings, and replace it with the new text and add HOA meetings to the list of external meetings, as presented.

Vote: The motion passed with a unanimous vote.

Discussion and Consideration of Council Comments:

Councilman Epps requested removing the Council Comments from the agenda to shorten the meetings to encourage residence to attend and to amend Rule 14 “Order Of Business” of the Rules of Procedures to reflect the change.

Motion: Mayor Pro Tem Beaty moved to suspend the rules to add the removal of Council Comments from the August 31, 2017 agenda.

Vote: The motion passed with a unanimous vote.

Motion: Councilman Epps moved to approve removing Council Comments from the agenda.

Vote: The motion passed with a unanimous vote.

Discussion and Consideration of Office Policy for Mayor and Council:

Councilman Salimao suggested and directed staff to developing a policy for tracking and logging meetings at the Village Hall to respect Staff’s time.

UNFINISHED BUSINESS

No items were presented for discussion and consideration.

Village Hall

Ms. Blackwell presented the report on behalf of Ms. Mary Shkut, Interim Administrator/Planner for Council for review. *(See Attached: Staff Report on the Village Hall Design Review and Recommendations hereby incorporated by reference and made a part of these minutes).*

Motion: Councilman Salimao moved to approve authorizing the Interim Administrator/Planner to explore amendments to the Village Hall architectural designs, site plan and stormwater systems in order address as many of the Planning Boards concerns as possible. And return to Council with a set of amendments and costs for making said amendments.

Councilman Salimao also moved to approve authorizing the Interim Administrator/Planner to direct the Engineer and Architects to address all technical conditions and submittal requirements detailed in Section (B) (1) of this Staff Report.

Vote: The motion passed with a unanimous vote.

Motion: Councilman Salimao moved to approve authorizing the Interim Administrator/Planner to move forward with the Village Hall Elevations – Alternatives #8 on page 6 of this Staff Report.

Vote: The motion passed with a unanimous vote.

Update on Subdivision Roads

Ms. Blackwell report that the contract bid opening was scheduled on August 30, 2017 at 10 am. She advertised the contract bids as required by State Statute in the Journal Enquire, local newspaper, 10 days prior to the bid opening and on the isqft.com website. No bids were received by mail or email. She is waiting to hear back from the AMT Engineers on recommendations for re-advertising the bids.


REVIEW ACTION ITEMS

- Work with Chris Robertson to create a standard offer letter for Ms. Mary Shkut as a full-time/salary employee with benefits.
- Create a Frequently Asked Questions (FAQ) section on the website.
- Send a letter to HOA's when Council is available to meet.
- Update External Meetings Policy.
- Create an Office Visitation Policy for Mayor and Council – track scheduled meetings, develop a Sign-in Log for visitors and Council.
- Bid options for Village Hall.

ADJOURNMENT

Motion: Councilman Salimao moved to adjourn the regular meeting at 6:44 p.m.
Vote: The motion passed with a unanimous vote.

Adopted: March 13, 2018



Joseph E. Pollino Jr., Mayor



Barbara R. Blackwell, Clerk

