

FAIRVIEW TOWN COUNCIL MEETING
JANUARY 19,2009
TOWN HALL.
7:00 PM

The following members were present, constituting a quorum: Mayor Richard Williams. Mayor ProTem Elizabeth Long, Bradley Purser, Bill Thomas and Jerry Clontz

Personnel: Town Clerk Jan Carter, Finance Officer Christine Surratt and Tax Collector Tana McConnaughey and Attorney Joe McCollum

The meeting was opened by the Mayor Williams. Bradley Purser passed out a report about a report regarding contracting extra patrol from the Sherriff's department for coverage within Fairview. This will be added to the agenda as item 7a.

Tax Collector Tana McConnaughey gave her report on tax collection. She stated that about 90 percent of the bills have been paid. Bill Thomas brought up the subject of citizens asking about the services that Fairview provides. He stated that he has talked to several individuals regarding this matter.

Finance Officer Christine Surratt passed out the budget report for the prior month. She mentioned that no payments have been made to the Fire Department. She asked for direction from Council on paying the VFD. They have not come to the meetings nor requested any funds to date. Bill Thomas discussed what reports he would like to see and stated they had indicated to Council earlier that they would be presenting a quarterly report to the board. Elizabeth Long wants them to bring a Financial Report. Mayor Williams will ask Chief McBride and President Freeman regarding the quarterly reports and request that they come to the next meeting.

Bill Thomas discussed moving the meeting room to the front of this building. He stated that the room they currently occupy is the largest in the building. Elizabeth Long would like for the meeting room to be moved up front so it would be more visible for people coming in. She stated that the 2 rooms up front could be used for office personnel and the Town Hall and meetings. The back two rooms could be rented out as additional office space to another organization. Bill Thomas wants it up front. Jerry Clontz said that a cost of moving the sound equipment would be necessary. Mayor Williams discussed having Administrator Jana Finn here at the office. Jana Finn would have all the paper work for the town. Elizabeth Long asked Jerry Clontz to check on the cost of moving the sound equipment.

Elizabeth Long noted that some changes were needed in the minutes from December. They were not approved and will be discussed at the next meeting.

Bradley Purser discussed the possibility of sharing a joint contract with the Town of Unionville for additional deputy coverage in the adjoining towns. He stated that this had been approached by other municipalities, but the Sheriff would not allow it. Bradley Purser would like to see a permanent deputy. The cost is \$67,847.00 per year on a 4 year contract. This equates to the municipality paying approximately 90% of the cost and the Sheriff's office the remaining 10%. He suggested that we request 8 hours per day, 5 days a week. Bill Thomas asked if this was really necessary for the Town. Elizabeth Long stated that we would have to increase the taxes to pay for this. The Council will discuss this issue at a later date, possibly during the budget process.

The Council and Attorney McCollum discussed the type of File Cabinet that should be purchased for the Town to provide safekeeping of the files, records and maps. Bill Thomas stated how he has researched this on the web and Jan Carter has spoke with other clerks regarding the type of storage they use. The Council discussed a four-drawer legal size file cabinet with a lock. The cost could range from \$2,000 to \$3,100. Christine Surratt suggested that Council consider looking into saving all the documents using digital images. It would help with the space issue. Bradley Purser made a motion authorizing Town Clerk Jan Carter and Bill Thomas to purchase a cabinet not to exceed \$3100.00. Elizabeth Long seconded it. The motion passed unanimously.

Elizabeth Long discussed the Planning Board and how they did not have a quorum for the December meeting. Bill Thomas noted that if the members miss 3 consecutive meetings, or 30%, then they should be replaced per policy. Bill Thomas asked the Town Clerk to compile a list of member attendance and send to the Council members and Christine Surratt. Mrs. Surratt is to verify the list based on stipend checks she has issued. Attorney McCollum suggested that member list be presented at each meeting and ask the member to sign by their name. This will reflect who does attend. Bill Thomas made a motion asking Jan to notify the Council by email, who attends the next planning board meeting. Elizabeth Long seconded it. It passed unanimously.

Bradley Purser asked Attorney Joe McCollum if the Tax Collector and Finance Officer need to have a microphone. Attorney McCollum says no.

Elizabeth Long stated that she passed out a job description at the December meeting for a part-time staff person. She would like to look at staffing the office for 3 days each week. Office furniture and equipment would need to be purchased once a person is hired.

Elizabeth Long made a motion to close the meeting. Bradley Purser seconded it. It passed unanimously and the meeting closed.

Respectfully Submitted:

Town Clerk Jan Carter

Richard Williams, Mayor