

**MINUTES OF A TOWN COUNCIL  
WORK SESSION MEETING  
TOWN OF LURAY, VIRGINIA  
Tuesday, September 22, 2020  
5:30pm**

The Luray Town Council met in a Work Session on Tuesday, September 22, 2020 at 5:30 p.m. in the Luray Town Council Chambers located at 45 East Main Street, Luray, Virginia at which time there were the following present:

Presiding: Mayor Barry Presgraves

Council Present: Ron Vickers  
Jerry Dofflemyer  
Jerry Schiro  
Leroy Lancaster  
Joseph Sours  
Leah Pence (present electronically)

Others Present: Steve Burke, Town Manager  
Bryan Chrisman, Assistant Town Manager  
Chief Bow Cook, Luray Police Department  
Danielle Babb, Deputy Clerk Treasurer  
Lonnie Foster, Luray Police Department  
Melvin Tutt, Jr. – 113 Meade Street Luray

***Due to the threat of transmission of COVID-19 and in recognition of the Governor's Executive Order, this Work Session will have limited seating. The meeting was made available to the public via the Town's Facebook page live-streaming broadcast.***

A quorum being present, Mayor Presgraves declared the Council to be in session for the transaction of business. Mayor Presgraves led members in the United States Pledge of Allegiance. The roll was called with all members present.

Mayor Presgraves read aloud the Ordinance for the *Continuity in the Government of Luray*.

## **PRESENTATIONS**

Police Chief, Bow Cook, advised the Mayor and Council that a position became available for a Patrol Lieutenant within the department. After careful review, several qualified candidates were determined internally. First Sergeant Lonnie Foster has been with the Luray Police Department for fifteen years and has been performing in a supervisory and instructor role for much of this time. Chief Cook stated that his promotion will be effective October 1<sup>st</sup>, 2020 and he will be reassigned as the patrol Lieutenant effective the same day. Chief Cook asked Officer Foster to come forward for the presentation and Council congratulated him on this promotion.

## **UPDATES & DISCUSSION ITEMS**

### **First Street Subdivision**

Town Manager, Steve Burke, stated that the Town has received the request to consider a preliminary and final plat for Parcel 42A11-18-40-17. The lot is located on First Street and the request is to divide the parcel into two lots that could be developed as a duplex. The Planning Commission has unanimously recommended the approval of the preliminary and final plat. Mr. Burke will add this to the October agenda for consideration.

### **Resolution on Citizen Equality**

Town Manager, Steve Burke, said the Town has received a request to discuss a *Resolution on Equal Protection and Equality for Town Citizens*. The Town of Stephens City adopted a similar Resolution at their September 1<sup>st</sup> meeting. This item was on the September Regular Meeting Agenda and Council members requested that this be added to tonight's work session agenda.

Councilman Joey Sours stated that he has some thoughts on this and has not yet had time to work on a draft resolution. Councilman Sours felt it would be important to discuss this with members of the minority community and would prefer a more meaningful document. Councilman Vickers agreed that he would like for this to be a combined effort on the statement.

Councilwoman Pence, present electronically, stated that she did not feel this needed to go through the town hall process in order to be passed. Ms. Pence would like to make one revision to include "gender" equality. Ms. Pence said the Council had possessed this request for 20 days and she felt this should not be further delayed.

Councilman Sours continued that his intent was not to delay the matter but to make the document more genuine. Councilman Sours and Councilman Vickers requested more time. Mayor Presgraves reminded that once drafted, the document should be reviewed by the Town Manager and Town Attorney. Council members maintained that they would like additional feedback and discussed methods for obtaining such feedback. Town Manager, Steve Burke, reminded that action cannot be taken at a work session meeting. Councilman Vickers maintained that he would like to explore additional viewpoints and prefers not to rush. Councilwoman Pence discussed citizen input and additional cause for the resolution to be passed this evening.

Mayor Presgraves concluded the discussion by asking Council members to get their thoughts together in preparation for the October meeting.

## **Council Agenda Process**

Town Manager, Steve Burke, said Council has requested to discuss the process to establish the agenda for meetings. The Town Attorney has drafted a code amendment which would add an addition or deletion section of the agenda to the regular meeting agenda. The Mayor would continue to have final approval of the agenda and if needed the agenda could be modified at the beginning of the meeting. The Town Council could amend the agenda following the Roll Call at each meeting by a majority vote of the members present.

Councilwoman Pence stated concern over the items that make it to the agenda. She also said that there is no way for citizens to be present on the agenda and wants citizen concerns to be heard. Councilwoman Pence discussed a specific item that she has previously wanted to add to the agenda. Councilman Vickers reminded that there is a Citizen Comment portion. Councilman Schiro reminded that the process has been for members of the public to speak during the Citizen Comment portion; and, if needed the topic is moved to an agenda item for action. In addition, items typically are presented at a Work Session meeting and then for action at a Regular Meeting. Councilman Schiro said that these processes are typical of other municipalities. Councilman Schiro reminded that the Town's business must be conducted in public in a public forum. He said that Council members must be mindful of e-mails, etc. outside of Town Council meeting and follow regulations set forth by the Freedom of Information Act. Councilman Vickers suggested moving the procedural change item to October's agenda for action.

## **Halloween**

Town Manager, Steve Burke, said that town staff have collectively come up with a Trunk or Treat Event at R.H. Dean Park. The event would meet the intention of Phase III guidelines as well as the CDC. Social distancing would be maintained and those distributing candy would need to wear a mask. The intent would be a Halloween Event in a controlled outdoor setting with minimal interaction. Mr. Burke said that if Council is in favor of the event, staff will send out a survey to see if businesses and organizations are interested in participating. If enough participation is determined then advertising would follow. Mr. Burke has also established some general guidelines for door-to-door trick or treating.

Councilman Vickers and Councilman Dofflemyer inquired about the costume contest. Mr. Burke said that staff has discussed ways to try to facilitate this but is still looking for feasible options.

## **CARES Act Funds**

Mr. Steve Burke said that staff continues to work on identifying ways to utilize CARES Act Funds. The Page County Economic Development staff has requested each of the towns return some of their funds to the food hub. There has been an increasing need for food pick up according to Ms. Lewis with the EDA. Mr. Burke said that the Town Attorney has confirmed that CARES Funds can be used for specific marketing; the Town could make a contribution to the Chamber or LDI for advertising. The Business Grant Program could allocate \$25,000 in CARES funding to support local businesses impacted by COVID-19. Another possibility is an allocation of funds to both the fire department and rescue squad for COVID expenses. Mr. Burke also discussed the allocation of funds to hazard pay for employees. Staff would recommend consideration of a tiered hazard pay bonus, based on level of exposure. Lastly, Mr. Burke noted that the Town can seek reimbursement for the Town Attorney's fees for COVID related issues.

Mayor Presgraves suggested looking at a cancellation of the Town Christmas party this year due to being unable to social distance and a large group gathering. Mayor Presgraves mentioned the distribution of this savings amongst employees.

Mayor Presgraves requested placing the CARES items mentioned on the October Agenda.

**Adjourn**

With no further business, Mayor Presgraves adjourned meeting of the Luray Town Council at approximately 6:30 p.m.

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Mayor, Barry Presgraves

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Deputy Clerk, Danielle Babb