

Danville Town Council Work Study Minutes

Saturday March 7, 2020 @ 8:00 A.M.

- I. **Call to Order:** Council President Tom Pado called the meeting of the Danville Town Council to order at 8:00 am on March 7, 2020 in the Town of Danville Police Department Training Room, 49 N. Wayne Street.
- II. **Roll Call:** President Tom Pado acknowledged a quorum of the Council. President noted the following Council members in attendance: Tom Pado, Chris Gearld, Nancy Leavitt, Greg Vanleare and David Winters. The following Administrative officials were present: Mark Morgan, Town Manager. The following Administrative officials were absent: Jenny Percy, Clerk-Treasurer.

Discussion:

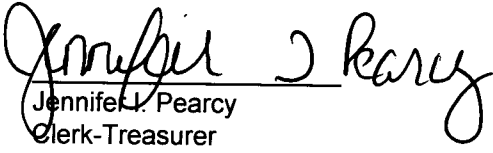
The following topics were discussed.

- A. Policies and Procedures - The Clerk/Treasurer has been working on a new Policy Manual for over a year. The last manual was put together in 2009.
 1. New Policy Manual - The Clerk/Treasurer will advise the Council on a timeline for introduction, review and implementation of the new Policy Manual.
 - (a) Take Home Vehicle Policy - Discussion on the current take home vehicle policy and whether there need to be any adjustments or revisions.
 - (b) Flow Chart- Consideration will be given to a new flow chart that incorporates Police and Fire under the umbrella of the Town Manager.
- B. Disposal of Property Owned by the Town - Last year, the Council directed the Town Manager to get 2 appraisals for properties owned by the Town. I have most everything ready to move forward in selling these properties. I will need consensus to move to the next step.
- C. Water Fountain on the Square -The water fountain on the square has cost the Town thousands of dollars in repairs and water leaks. Previous and current water superintendents are recommending that we do not have it operational this year and possibly remove it.
- D. Public Safety LIT -Avon Town Manager would like to know if the Town would like to do a joint request with the other communities to ask the County to increase the Public Safety Local Income Tax to help support local Public Safety Efforts. Currently the tax is being used to fund the new jail.
- E. Assistant Town Manager - Monies were put in the budget last year for an Assistant Town Manager. This is similar to how it used to be that a Department Head would assume those duties on top of their own. I am seeking consensus on how the Council would like to move forward. I have two Department Heads interested in the position.
- F. Code Enforcement Officer - This position was put into the budget last year. We are ready to move forward with starting the hiring process. Seeking input from the Council to see if they have any direction.
- G. Stormwater Employee - Superintendent Lofton would like to address the Council about adding an employee to his department. This has been discussed for about a year. Superintendent Lofton would like to introduce a possible plan to implement this year.
- H. Comprehensive Plan - Council President would like to discuss the Town's Comprehensive Plan
- I. Host Fund - Clerk/Treasurer, Town Manager and Department Heads would like to present the 2020 Host Fund Budget for discussion.

III. Adjourn - President Tom Pado adjourned the meeting at approximately 12:00 pm

Minutes submitted by:

Approved by:


Jennifer J. Percy
Clerk-Treasurer

Tom Pado
Town Council President

