

**MINUTES OF THE COMMON COUNCIL  
IN REGULAR SESSION  
August 14, 2012**

A regular session of the Winchester Common Council was held on Tuesday, August 14, 2012 in the Council Chambers, Rouss City Hall. President Jeffrey Buettner called the meeting to order at 7:01 p.m.

**PRESENT:** President Jeff Buettner; Councilor Evan Clark, John Hill, John Tagnesi, Les Veach and Ben Weber; Vice-Mayor Milt McInturff; Mayor Elizabeth Minor; Vice-President John Willingham (9)

**ABSENT:** None (0)

**MOMENT OF SILENCE** – President Buettner led the citizens and councilors in a Moment of Silence.

**PLEDGE OF ALLEGIANCE** – Mayor Minor led the citizens and councilors in the Pledge of Allegiance.

**APPROVAL OF MINUTES** – June 19, 2012 Work Session, June 10, 2012 Regular Meeting, July 10, 2012 Work Session, July 17, 2012 Special Meeting, July 17, 2012 Work Session, and July 24, 2012 Work Session

Councilor Weber moved to approve the minutes as presented. *The motion was seconded by Vice-President Willingham then unanimously approved by voice-vote.*

**R-2012-59:** Resolution – Approval of the site and proposal to construct a Korean War Memorial in Jim Barnett Park

Vice-President Willingham moved to approve R-2012-59. *The motion was seconded by Councilor Veach then unanimously approved by voice vote.*

**REPORT OF THE MAYOR**

Mayor Minor announced a second Skate Pavilion Public Open House will be held on Thursday, August 23<sup>rd</sup> at 6:30 p.m. in the War Memorial Building in Jim Barnett Park. She stated there was a big turnout at the first meeting and she thinks this time it will become a reality.

Mayor Minor reminded everyone the City's 8<sup>th</sup> annual INSIGHT Citizen's Academy begins August 30<sup>th</sup>. She encouraged everyone to register for this exciting and worthwhile program by contacting Amy Simmons at 662-4946.

## **REPORT OF THE CITY MANAGER**

City Manager Dale Iman confirmed the dates of October 26-27, 2012 for Council's Strategic Planning Retreat. He stated more information will follow. Mr. Iman announced the city has awarded two major contracts included in this budget year. The contract for the new Transit office building was awarded to Lantz Builders in the amount of \$806,000. The construction will begin on September 1<sup>st</sup> and should be completed by February 2013. The other contract was awarded to Consolidated Electric Service in the amount of \$310,000 for the City Hall Generator project.

## **REPORT OF THE CITY ATTORNEY**

City Attorney Anthony Williams stated the Planning Director has asked him to insure Council is aware that O-2012-09 has been amended to only vacate the property and not to vacate and convey.

## **PUBLIC HEARINGS**

**O-2012-23:** Public Hearing – AN ORDINANCE TO ACCEPT THE CONVEYANCE OF PROPERTY FROM SHENANDOAH UNIVERSITY AND VDOT; AND TO VACATE AND CONVEY PROPERTY TO SHENANDOAH UNIVERSITY, J.L. MEAGLE AND T.L. LIVERMAN, LLC; AND FLC & BROTHERS REBEL, INC., AND FLC & BROTHERS MOTEL, INC., IN FURTHERANCE OF THE MILLWOOD AVENUE PROJECT **SV-12-302**

Ken Candell of 127 Myrtle Avenue stated he has spoken a number of times and written a number of responses in the paper about the closing of Millwood. He is rather new to the community and has been here just under 6 years. He uses that thoroughfare quite often to go to Washington D.C. via Route 50. It is a beautiful route. He stated closing that access to the city will be a detriment to all the people who travel out that way and back. The report he last read said there will be a 7 second delay per driver per time through. He stated that is an awful lot of time to waste. He is speaking in opposition to the consideration of closing Millwood. He recommended to all those who are opposed to address their concerns to the Commissioner of Highways at the Virginia Department of Transportation, Greg Whirley, so they are well heard at the city level and also well heard at the state level. With the conveyance being closed and the addition of the 4300 square feet for the right hand turn, which he doesn't believe is continuous with a red light at the top and a red light at the bottom, he speaks in opposition and recommends that all of those that have a vested interested in using that roadway as it currently stands let VDOT know.

Paulette Jennis of 120 Roszel Road stated she is a Winchester resident and is opposed to the closing of Millwood Avenue. Several studies have shown that the primary benefit of this plan is for Shenandoah University to acquire public land for expansion. The issues of economic development and gateway beautification constantly come up but they are nonissues and just serve to divert attention from the serious problems the pass-through

lane plan creates. Economic development and improved landscaping into town will happen anyway in the natural course of progress. She questioned why the process keeps advancing with facts that have been reported and the issues that have not been considered. Traffic counts over all days of the week and times of the day have not been done to accurately document traffic volume. Claims by the University that the current plan is unsafe for students were shown to be unfounded with no accidents and very few people walking there. With the pass through lane proposal, a new light will be required, yet a study documented that intersections with lights are where most accidents occur. Even with understated traffic counts, a study acknowledged there will be “stacking” at peak times in the pass through lane behind the new light. She asked what is “stacking” but a gilded word to window dress the dreaded reality of a traffic jam. Jubal Early westbound lanes are already backed up weekdays at rush hour. Now we predict the pass through lane will back up at the new light. She asked what happens if fire and ambulance vehicles need to get through during rush hour. There is no move over space at the pass through lane. This is a serious public safety issue that has not been considered at all. Ms. Jennis stated one of the mandates of the city’s charter is for its government to improve quality of life for citizens and rely on citizen feedback for services. Citizens and taxpayers have been vocal in voluminous letters to the Star opposing this land giveaway to a private non-profit. This feedback has been ignored. Instead Council moves steadily forward to approve a plan which will sacrifice daily quality of life for area residents and taxpayers, a plan that creates more congestion, more inconvenience and lost time, and a less safe cross town artery to west side homes and small businesses, to downtown, and to the hospital. She asked Council to table this plan until citizen interests are weighed equally. She stated unless accurate traffic counting combined with computer modeling can show this plan improves quality of life for area citizens and taxpayers compared to the existing route, it should never be approved.

Larry Sullivan of 1301 Front Royal Pike stated he owns 6 properties in Winchester and comes in on Millwood every day of the week. He tried to think like a council member and made a list of pros and cons. He came up with about 10 cons right away including items such as bicyclists won’t survive on Jubal Early with more traffic and a slower response time to the hospital. Further, there will be 400 jobs created at Navy Federal Credit Union on that end of town bringing in more traffic. Apple Blossom Mall is going under improvement which will hopefully bring more traffic to the mall. And, the Russell 150 Bridge is lost. He thinks this will be the road to get out of Winchester for the next 50 years. He stated he tried to think of why this is a good thing. It is a good thing for Shenandoah University and it’s a beautiful entrance to the city. Let’s think about this beautiful entrance. People will drive by the back of Toys-R-Us and see a KFC. In his opinion, a theater and Abrams Creek is prettier. He stated to make this a win-win, Shenandoah University could have an entrance that would be absolutely stunning if they turned right past Bob Evans. There would be a parking lot there and it would split the campus in half but people wouldn’t fight the park or basketball fields. If the entrance goes in where they are planning it, people will have to make a sharp right hand turn or go behind the theater and be right next to the city park. He stated he is against this and tried to think logically why this is a good thing now when two previous City Councils voted against it.

Robina Rich Bouffault, a property owner in downtown Winchester, stated Council has received her various questions concerning the wisdom of handling over to Shenandoah University some 2 acres of public land and a segment of a main road artery. After further research, her concerns have only increased. She stated VDOT's classification for Millwood Pike, which includes Millwood Avenue, is a "Principal Arterial" road. In VDOT's Six-Year Improvement Program for Winchester, one of the projects is the replacement of the Rte. 17/Rte. 50 Millwood Pike Bridge that goes over I-81. The scope of work specifies "Bridge Replacement with Added Capacity". VDOT clearly expects traffic at the Millwood entrance to increase substantially. Ms. Bouffault stated in a memorandum dated July 23<sup>rd</sup> from Perry Eisenach, the city's Public Services Director, to Mr. Iman, Mr. Eisenach states "it is my finding that the traffic study completed for the proposed modifications on Millwood meets all of the applicable requirements for a TIA" and he attaches an official VDOT checklist that he himself, not VDOT, filled out. The VDOT signature lines at the bottom are blank and undated. She stated Council apparently has the intention of voting on this project without having received any input directly from VDOT concerning not only a TIA, but any other traffic evaluation. At Council's June 12<sup>th</sup> meeting, Mr. Iman stated that VDOT isn't expected to have their review of the proposed Millwood changes until November. She asked how Council can possibly vote on a project which will have such a major traffic dislocation on one of the main entrances to the city, without any real VDOT input. In any normal public planning process, VDOT is one of the first agencies to be asked for input, because if VDOT denies it, there can be no project. She stated she continues to see nothing in the studies presented that would provide any true "public improvement". She is not sure that giving away a major road and public land is even legal. Ms. Bouffault stated calling this project the "Millwood Avenue Public Improvement Plan" is in her view a complete misnomer. The true name for this project should be the "Millwood Avenue Shenandoah University Improvement Plan". She urged Council to be cautious. She stated before voting on any aspect of this project, including the proposed Development Agreement Between the City of Winchester and Shenandoah University, please wait until VDOT has given its official position on the project, and also until you have had a chance to ask the Attorney General for a legal opinion concerning the eminent domain law's relevance to a city project that is giving away public land for private, and not public use.

Sam Linebaugh of 317 Fairmont Avenue stated three United States highways transfers the south side of Shenandoah University. They are US 17, US 50, and US 522. Of these highways, US 50 is the only one that passes through Washington. When US 50 was laid out in 1926, it was called Victory Highway in observance of the United States Armed Forces victory in World War I. Today, the Federal government and Washington considers US 50 to be one of the most important highways in the United States. There are upwards of hundreds of thousands of people that live in the D.C. area. If there is ever an evacuation of D.C. for a major hurricane or especially a hostile attack on the United States, US 50 would definitely be used as well as other highways. However, if there were hazardous contaminants such as nuclear, biological or chemical substances in the air, US 50 could be the preferred exit due to the prevailing westerly winds that flow northwest to southeast. Any evacuation of the Washington area for whatever reason by

the reconfigured Highway 50 as proposed by Dr. Tracy Fitzsimmons of Shenandoah University might well be impossible due to the reduced number of traffic lanes and configuration of the road. It would not handle the volume of traffic. If Shenandoah's proposed changes to US 50 are allowed to be made and an evacuation of the Washington area was not successful, the citizens of Winchester could be liable for many hundreds of millions of dollars and perhaps trillions of dollars. Because of the negative impact these proposed changes will have on the capital area, a very strong letter of concern is being sent to the Director of the Department of Homeland Security. Years ago, this road change would have been considered foolish. However, today in our 9/11 world, this change would endanger the wellbeing of our community and our great republic.

*No citizens came forward to address Council concerning this issue and the President declared the public hearing closed at 7:23 p.m.*

**O-2012-24:** Public Hearing – AN ORDINANCE TO DEDICATE PROPERTY AS A PUBLIC RIGHT OF WAY FOR UNIVERSITY DRIVE; ACCEPT PROPERTY FROM SHENANDOAH UNIVERSITY, MAYFLOWER APPLE BLOSSOM LP; FLC & BROTHERS REBEL, INC. AND FLC & BROTHERS MOTEL, INC., AND ALLEN & ALIZZI HOLDINGS, LP, LLP AND DEDICATE THE SAME FOR PUBLIC RIGHT OF WAY PURPOSE IN FURTHERANCE OF THE MILLWOOD AVENUE PROJECT  
*\*This Public Hearing is being held in addition to the required Public Hearing scheduled for September 11, 2012.*

*No citizens came forward to address Council concerning this issue and the President declared the public hearing closed at 7:24 p.m.*

**CU-12-320:** Conditional Use Permit – Request of Cogil Corporation for multifamily dwellings at 661-663 Millwood Avenue zoned Highway Commercial (B-2) District

*No citizens came forward to address Council concerning this issue and the President declared the public hearing closed at 7:24 p.m.*

Vice-President Willingham moved to approve CU-12-320. *The motion was seconded by Councilor Veach then unanimously approved by voice-vote.*

**CU-12-270:** Conditional Use Permit – Request of Oakcrest Properties, LLC for conversion of ground floor nonresidential use to residential use at 29-31 and 33-35 East Boscawen Street zoned Central Business (B-1) District with Historic Winchester (HW) District overlay

*No citizens came forward to address Council concerning this issue and the President declared the public hearing closed at 7:25 p.m.*

Mayor Minor moved to approve CU-12-270. *The motion was seconded by Councilor Veach then approved 8/0/1 with Vice-President Willingham abstaining.*

**CU-12-319:** Conditional Use Permit – Request of Patton, Harris, Rust & Associates on behalf of Papermill Road, LLC for motor vehicle painting, upholstery, body and fender work at 2641-2645 Papermill Road zoned Commercial Industrial (CM-1) District

Ron Mislowsky of Patton, Harris, Rust & Associates stated he was available to answer any questions Council may have.

*No further citizens came forward to address Council concerning this issue and the President declared the public hearing closed at 7:26 p.m.*

Councilor Veach moved to approve CU-12-319. *The motion was seconded by Mayor Minor then unanimously approved by voice-vote.*

## **PUBLIC COMMENTS**

Ernie Carnevale, President and CEO of Blue Ridge Hospice, stated this is a milestone year for them as a non-profit organization celebrating 30 years of serving this community and others. Blue Ridge Hospice was founded by two local residents and has grown and greatly expanded the services in response to the community need and health care changes. They now provide hospice care to 8 area counties and the city of Winchester. Last year, their 200 employees traveled over 604,000 miles to care for patients in their homes, nursing and assisted living facilities, and local hospitals. Eleven years ago, they served 405 patients. Last year, they served 1,054 patients. They operate 6 thrift shops that provide good value shopping and a place to donate no longer needed items as well as the income to defray hospice care for the patients that can't afford services. In addition to the 6 shops, Blue Ridge Hospice operates a clothing bailing service in Winchester that recycles clothing and soft goods not sold in the thrift shops. As a not-for-profit hospice, they returned \$349,000 in charity care last year to these patients. He asked why these facts and figures are important tonight. As part of the area's not-for-profit community, Blue Ridge Hospice is concerned about the yellow, white and predominately blue clothing bins that are popping up in shopping centers, convenience stores and well traveled rural places. Most likely you have seen them and thought they belonged to Blue Ridge Hospice or other not-for-profits in our community. They do not. These bins have no local connection and serve to siphon funds away from reputable, local organizations such as the Salvation Army, Goodwill, SPCA, Habitat for Humanity, the Ladies Ward of Winchester Medical Center and Blue Ridge Hospice. Additionally, as staff travel to the areas they serve, they are noticing these bins are often becoming eye sores, dumping places and creating litter. He asked Council to consider passing an ordinance such as many other towns and communities have already done to prohibit the drop off of these bins. He included a sample of an ordinance from one of these communities that is dealing with this problem. He thanked Council for the opportunity to speak this evening and offered to answer any questions.

*No further citizens came forward to address Council concerning this issue and the President declared the public hearing closed at 7:27 p.m.*

## CONSENT AGENDA

### AGENDA

**Motion** to accept the report of the in-house viewers for: AN ORDINANCE TO VACATE A PORTION OF SPRING STREET RIGHT-OF-WAY ADJACENT TO 1462 GREYSTONE TERRACE AND CONVEY IT TO THE OWNER OF THE ADJACENT PROPERTY SV-12-78 (**Tabled for 30 days on July 10, 2012**)

Vice-Mayor McInturff moved to accept the report of the in-house viewers. *The motion was seconded by Mayor Minor then unanimously approved by voice-vote.*

**O-2012-09:** Second Reading – AN ORDINANCE TO VACATE A PORTION OF SPRING STREET RIGHT-OF-WAY ADJACENT TO 1462 GREYSTONE TERRACE AND CONVEY IT TO THE OWNER OF THE ADJACENT PROPERTY SV-12-78 (**Tabled for 30 days on July 10, 2012**)

Mr. Williams reminded Council that this ordinance is to vacate only.

Councilor Clark moved to adopt O-2012-09. *The motion was seconded by Councilor Weber then adopted by the affirmative roll-call vote of a majority of all members of the Common Council, the ayes and nays being recorded as shown below:*

<u>MEMBER</u>	<u>VOTE</u>
Councilor Clark	Aye
Councilor Hill	Aye
Vice-Mayor McInturff	Aye
Mayor Minor	Aye
Councilor Tagnesi	Aye
Councilor Veach	Abstain
Councilor Weber	Aye
Vice-President Willingham	Aye
President Buettner	Aye

**Motion** to appoint \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ as in-house viewers for: **O-2012-23:** Public Hearing – AN ORDINANCE TO ACCEPT THE CONVEYANCE OF PROPERTY FROM SHENANDOAH UNIVERSITY AND VDOT; AND TO VACATE AND CONVEY PROPERTY TO SHENANDOAH UNIVERSITY, J.L. MEAGLE AND T.L. LIVERMAN, LLC; AND FLC & BROTHERS REBEL, INC., AND FLC & BROTHERS MOTEL, INC., IN FURTHERANCE OF THE MILLWOOD AVENUE PROJECT **SV-12-302**

Vice-President Willingham moved to appoint Jim Deskins, Scott Cullers, and Perry Eisenach as the in-house viewers for O-2012-23. *The motion was seconded by Councilor Clark then unanimously approved by voice-vote.*

**O-2012-24:** First Reading – AN ORDINANCE TO DEDICATE PROPERTY AS A PUBLIC RIGHT OF WAY FOR UNIVERSITY DRIVE; ACCEPT PROPERTY FROM SHENANDOAH UNIVERSITY, MAYFLOWER APPLE BLOSSOM LP; FLC & BROTHERS REBEL, INC. AND FLC & BROTHERS MOTEL, INC., AND ALLEN & ALIZZI HOLDINGS, LP, LLP AND DEDICATE THE SAME FOR PUBLIC RIGHT OF WAY PURPOSE IN FURTHERANCE OF THE MILLWOOD AVENUE PROJECT

**O-2012-27:** First Reading – AN ORDINANCE TO AMEND AND REENACT ARTICLES 1 AND 23 OF THE WINCHESTER ZONING ORDINANCE PERTAINING TO THE DEFINITION OF AND APPOINTMENT OF THE ZONING ADMINISTRATOR

**R-2012-54:** Resolution – Authorization for the City Manager to execute the Memorandum of Understanding regarding the Winchester – Frederick County Joint Finance Committee

Vice-President Willingham moved to approve R-2012-54. *The motion was seconded by Councilor Veach then unanimously approved by voice-vote.*

**R-2012-48:** Resolution – Authorization for water and sewer taps to be transferred from one location to another location within the city

Vice-President Willingham moved to approve R-2012-48. *The motion was seconded by Councilor Weber then unanimously approved by voice-vote.*

**R-2012-50:** Resolution – Authorization to apply for Virginia Department of Health Child & Adult Care Food Program for partial reimbursement for food and snacks for park after-school and camp programs

Councilor Clark moved to approve R-2012-50. *The motion was seconded by Councilor Veach then unanimously approved by voice-vote.*

**R-2012-49:** Resolution – Approval of the schedule of regular Council meeting for the period of July 10, 2012 through June 30, 2013

Vice-President Willingham moved to approve R-2012-49. *The motion was seconded by Councilor Weber then unanimously approved by voice-vote.*

**R-2012-55:** Resolution – Authorization to execute an agreement between the City of Winchester and the City of Charlotte Mecklenburg to provide security services

Vice-President Willingham moved to approve R-2012-55. *The motion was seconded by Councilor Hill then approved 8/1/0 with Vice-Mayor McInturff voting in the negative.*

**R-2012-56:** Resolution – Support of application made for the Assistance to Firefighters Grant and authorization to accept funding if awarded

Vice-President Willingham moved to approve R-2012-56. *The motion was seconded by Mayor Minor then unanimously approved by voice-vote.*

**R-2012-57:** Resolution – Authorization to make application for grant funding from the Virginia Department of Criminal Justice Services for one law enforcement sedan

Mayor Minor moved to approve R-2012-57. *The motion was seconded by Councilor Veach then unanimously approved by voice-vote.*

**R-2012-58:** Resolution – Approval to amend Section 4.7 Training of the Comprehensive Employee Management System (CEMS)

Vice-President Willingham moved to approve R-2012-58. *The motion was seconded by Councilor Weber then unanimously approved by voice-vote.*

**Motion** to nominate \_\_\_\_\_ for reappointment as a member of the Board of Equalization for a two year term expiring December 31, 2014

Vice President Willingham moved to appoint Noah White to the Board of Equalization. *The motion was seconded by Vice-Mayor McInturff then unanimously approved by voice-vote.*

**Motion** to nominate \_\_\_\_\_ for reappointment as a member of the Board of Equalization for a three year term expiring December 31, 2015

Vice-President Willingham moved to appoint Chris Martin to the Board of Equalization. *The motion was seconded by Vice-Mayor McInturff then unanimously approved by voice-vote.*

**Announce** the term expirations of Marilyn Finnemore and David Smith as members of the Old Town Development Board effective October 31, 2012. Ms. Finnemore is eligible for re-appointment. Mr. Smith is not eligible.

**Motion** to direct the Clerk of Council to prepare a Certificate of Appreciation for David Smith for his service as a member of the Old Town Development Board

Vice-President Willingham moved to approve the Certificate of Appreciation for Mr. Smith. *The motion was seconded by Councilor Hill then unanimously approved by voice-vote.*

**Announce** the term expirations of Tim Coyne and Art Major as members of the Frederick-Winchester Service Authority effective August 31, 2012. Mr. Coyne is eligible for reappointment. Mr. Major is not eligible.

**Motion** to direct the Clerk of Council to prepare a Certificate of Appreciation for Art Major for his service as a member of the Frederick-Winchester Service Authority

Councilor Clark moved to approve the Certificate of Appreciation for Mr. Major. *The motion was seconded by Vice-President Willingham then unanimously approved by voice-vote.*

**EXECUTIVE SESSION:** MOTION TO CONVENE IN EXECUTIVE SESSION PURSUANT TO §2.2-3711(A)(1) AND A(7) OF THE CODE OF VIRGINIA FOR THE PURPOSE OF DISCUSSION AND CONSIDERATION OF INFORMATION REGARDING THE SUBJECT OF THE EMPLOYMENT, ASSIGNMENT, APPOINTMENT, AND PERFORMANCE OF SPECIFIC PUBLIC OFFICERS APPOINTEES, AND EMPLOYEES OF THE CITY OF WINCHESTER AND FOR THE PURPOSE OF RECEIVING LEGAL ADVICE AND STATUS UPDATE FROM THE CITY ATTORNEY AND LEGAL CONSULTATION REGARDING SPECIFIC LEGAL MATTERS REQUIRING THE PROVISION OF LEGAL ADVICE BY THE CITY ATTORNEY AND MATTERS OF ACTUAL OR PROBABLE LITIGATION AND PURSUANT TO SECTION 2.2-3711(A)3, 6, AND 29 OF THE CODE OF VIRGINIA FOR THE PURPOSE OF DISCUSSION OF THE SUBJECT MATTER OF THE ACQUISITION OR DISPOSITION OF REAL PROPERTY FOR A PUBLIC PURPOSE, AND THE CONSIDERATION OF THE INVESTMENT OF PUBLIC FUNDS, AND THE AWARD OF A PUBLIC CONTRACT INVOLVING THE EXPENDITURE OF PUBLIC FUNDS, WHERE DISCUSSION IN OPEN SESSION WOULD ADVERSELY AFFECT THE BARGAINING POSITION OR NEGOTIATING STRATEGY OF THE PUBLIC BODY.

Mayor Elizabeth Minor moved to convene into executive session at 7:38 p.m. *The motion was seconded by Councilor Clark then unanimously approved by voice-vote.*

Vice-Mayor McInturff moved to reconvene in open session at 8:48 p.m. *The motion was seconded by Councilor Weber then unanimously approved by voice-vote.*

Upon returning, each member certified that only public business matters lawfully exempted from open meeting requirements of the Virginia Freedom of Information Act were discussed during the closed meeting, and that only those public business matters identified in the motion which convened the closed meeting were heard, discussed, or considered during the closed meeting.

*A roll call vote was taken, the ayes and nays being recorded as shown below:*

MEMBER	VOTE
Councilor Clark	Aye
Councilor Hill	Aye
Vice-Mayor McInturff	Aye
Mayor Minor	Aye
John Tagnesi	Aye
Councilor Veach	Aye

Councilor Weber	Aye
Vice-President Willingham	Aye
President Buettner	Aye

## **ADJOURNMENT**

Vice-President Willingham moved to adjourn the meeting at 8:48 p.m. *The motion was seconded then unanimously approved by voice-vote.*