TOWN COUNCIL MEETING
DECEMBER 8, 2025
6:10 P.M.

PRESENT

Mayor:	Roy M. Gladding
Vice Mayor:	Anita J. Latane
Council Member:	Kay Carlton
	Carolyn Barrett
	Fleet Dillard
	Kenneth A. Gillis
Town Manager:	Steve Wright
Assistant Town Manager:	James Knighton
Town Clerk:	Patsy K. Scates
Town Attorney:	M. Tolley Gwinn
Town Treasurer:	Tina F. Brock
Chief of Police:	Thomas Carter

ABSENT

Council Member:	Troy L. Balderson

VISITORS:

Erin Kelly	Beth Sharpe

CALLED TO ORDER

Mayor Gladding called the meeting to order.

Mayor Gladding asked if there were any consent agenda items that need to be removed or added from the agenda.

There were none.

MINUTES APPROVED

On motion of Fleet Dillard, seconded by Anita J. Latane, Council voted unanimously to approve the consent agenda items which were the November 10, 2025 Work Session Council Meeting Minutes and the November 10, 2025 Council Meeting Minutes.

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth A. Gillis:	Aye
Carolyn Barrett:	Aye	Anita J. Latane:	Aye
Fleet Dillard:	Aye		

COMMITTEE REPORTS

WATER/SEWER

Mayor Gladding recognized Council Member Gillis and asked if he had any additional comments.

Council Member Gillis did not have any additional comments.

There was no public facilities report.

HISTORICAL DOWNTOWN TAPP

Mayor Gladding recognized Vice Mayor Latane and asked if she had anything to report on the Historic Downtown Tappahannock.

Vice Mayor Latane thanked everyone who helped with the Historical Downtown Tappahannock events throughout the year. She reported the Winterfest parade was a great success.

TOWN MANAGER REPORT

Mayor Gladding recognized Town Manager Wright.

Town Manager Wright reminded the council members of the invitation to attend the Staff Christmas Lunch on December 15, 2025, from 11:30 to 1:30 p.m. He stated the council members have before them a Strategic Themes/Functional Areas document to review because it will be a part of the retreat discussion.

He stated the Town will be implementing the Paychex time and attendance module in early 2026 to enhance reporting and accountability for time worked and leave.

COMMUNITY DEVELOPMENT REPORT

Mayor Gladding recognized Assistant Town Manager Knighton.

Assistant Town Manager Knighton updated the council members on the new site plan activity in the Town. He stated that the Central Park project is almost complete and while the contractor is under contract he would like to get some direction from the council members on what to do with the white building that is on the property referred to as the "old St. Margaret's Hockey shed". He stated that to put a metal roof on the building and paint the exterior of the building would be just under $20,000.00. He stated the project is about $200,000.00 under budget.

Council Member Dillard stated that he is not comfortable with spending around $20,000.00 for painting the building and putting it on a new roof.

There was some discussion.

This item will be considered at the January 2026 Town Council meeting.

Council asked for an update on the infrastructure at River Park.

Assistant Town Manager Knighton reported staff are working with the MPPDC to apply for CFPF funds to install two breakwaters, do sand nourishment, and elevate the roadway to encourage resiliency for the infrastructure located at the River Park.

TAPPAHANNOCK POLICE DEPARTMENT

Mayor Gladding recognized Chief Carter.

Chief Carter updated the council members with some dates and times for upcoming events, and he thanked the council members for their support.

FINANCE

Mayor Gladding recognized Vice Mayor Latane.

Vice Mayor Latane stated she met with the Town Manager and the Town Treasurer and reviewed the financial report. She stated that the real estate and personal property tax revenue is still coming in and water and sewer revenue is on track. She stated the Central Park Project Phase II still has around $935,000.00 remaining but the Town still has some invoices that have not come in yet.

Town Treasurer Brock reported the auditors requested that the accounting system be changed to an accrual basis versus a cash basis. She stated the reports picks up the accrual figures, which are the billed figures and not the cash amounts, so when you review the financial report that is why the numbers are lower. She stated the Town received a reimbursement check from VACORP for the lightning strike so that will help offset some of the expenses that were paid.

BPOL RATES FOR 2026

On motion of Fleet Dillard, seconded by Carolyn Barrett, Council voted unanimously that the Business License Rates (BPOL) would remain the same for the year 2026 to become effective January 1, 2026.

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth A. Gillis:	Aye
Carolyn Barrett:	Aye	Anita J. Latane:	Aye
Fleet Dillard:	Aye		

FY 26 BUDGMENT AMENDMENT YEAR BEGINNING JULY 1, 2025

On motion of Carolyn Barrett, seconded by Anita J. Latane, Council voted unanimously to approve the budget amendment as presented to become effective immediately.

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth A. Gillis:	Aye
Carolyn Barrett:	Aye	Anita J. Latane:	Aye
Fleet Dillard:	Aye		

Agenda Item 5 under Regular Agenda Items: Bareford GMC Rezoning Request was postponed.

STREET SIGN REPLACEMENT PLAN

Assistant Town Manager Knighton presented the council members with some updated street signs and the estimated costs of the street signs. He asked for some direction regarding the color combination, and their logo preference.

Town Manager Wright reminded the council members they would also need some direction on where to begin the street sign replacement.

This item will be considered at the January 2026 Town Council meeting.

PUBLIC HEARING SET FOR PLANNING COMMISSION

On motion of Carolyn Barrett, seconded by Kay Carlton, Council voted unanimously to approve for the Planning Commission to hold a Public Hearing meeting on January 7, 2026, to review various zoning ordinance amendments.

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth A. Gillis:	Aye
Carolyn Barrett:	Aye	Anita J. Latane:	Aye
Fleet Dillard:	Aye		

PUBLIC HEARING SET FOR TOWN COUNCIL

On motion of Anita J. Latane, seconded by Fleet Dillard, Council voted unanimously to approve for the Town Council to set a Public Hearing for January 12, 2026, to consider revisions to Section 10-2 Hunting of the Town code.

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth A. Gillis:	Aye
Carolyn Barrett:	Aye	Anita J. Latane:	Aye
Fleet Dillard:	Aye		

Mayor Gladding recognized Beth Sharpe and Erin Kelly.

Erin Kelly and Beth Sharpe informed the council members that they are in the process of working on bringing back the Riverfest event to be held on Memorial Day weekend 2026.

Council asked Erin Kelly and Beth Sharpe to consider changing the date of the Rivah Fest event because of the high volume of traffic within the Town because of the holiday weekend.

Mayor Gladding asked for any council comments or updates.

There were none.

MOTION FOR CLOSED MEETING

On motion of Fleet Dillard, seconded by Carolyn Barrett, Council voted unanimously to convene into a closed session for two subjects. The first subject matter of the closed session shall be potential administrative proceedings before a state agency. The purpose of the closed session is to consult with legal counsel retained by the Town Council regarding specific legal matters requiring the provision of legal advice by such counsel, pursuant to 2.2-3711(A)(7). The second subject matter of the closed session is discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711(A) (3) – Acquisition of Real Property Exemption.

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth A. Gillis:	Aye
Carolyn Barrett:	Aye	Anita J. Latane:	Aye
Fleet Dillard:	Aye		

CERTIFICATION OF CLOSED MEETING

On motion of Fleet Dillard, seconded by Carolyn Barrett, Council voted unanimously to certify, by roll call vote, that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth A. Gillis:	Aye
Carolyn Barrett:	Aye	Anita J. Latane:	Aye
Fleet Dillard:	Aye		

Mayor Gladding thanked everyone for their hard work.

ADJOURNED

There being no further business, the meeting was adjourned.

Roy M. Gladding, Mayor

Patsy K. Scates, Town Clerk