SPECIAL CALLED COUNCIL MEETING
MINUTES

Thursday, March 23, 2023
5pm at the Damascus Town Hall

Council Members Present: Susan Coleman, Beaty Jackson, Tom Hayes, and Jack McCrady

Absent: Charles Fields and Jesse Kokotek

Also Present: Katie Lamb, Mayor Gavin Blevins, Town Manager
Tuesday Pope, Town Clerk

Mayor Lamb Called the Meeting to Order and reported that a Special Called Council Meeting is being called for discussion, consideration, and possible action on filling an upcoming vacancy in the Administration Department, specifically the Town Treasurer position.

- Mr. McCrady made a motion to go into Closed Session for Discussion and Consideration of Personnel Matters pertaining to the Administration Department, per VA Code Section 2.2-3711 (A) (1). Mr. Jackson 2nd the motion, which passed (4-0).

- Mr. Jackson made a motion to return to Open Session, 2nd by Mr. McCrady. The motion passed (4-0).

- *CERTIFY (individually): We Certify that only public business matters lawfully exempted from open meeting requirements and only such matters identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed meeting.*

  Susan Coleman - Yea
  Tom Hayes - Yea
  Beaty Jackson - Yea
  Jack McCrady - Yea

- Mr. McCrady made a motion to authorize the Town Manager to make an offer of employment to Shawna Cook to fill the Town Treasurer position. Mr. Jackson 2nd the motion, which passed (4-0).

- Mr. Jackson made a motion to adjourn. Mr. McCrady 2nd the motion, which passed (4-0).

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Katie Lamb, Mayor **Tuesday Pope, Clerk**