



**TOWN OF INDEPENDENCE  
COMMITTEE MEETING  
THURSDAY, OCTOBER 2, 2025  
INDEPENDENCE, VIRGINIA  
6:00 PM  
136 EAST MAIN STREET (UPSTAIRS)  
INDEPENDENCE, VA 24348**

**MEMBERS PRESENT:** Mayor Mark Miller, Vice Mayor Joan Collins, Jason Cassell, Kit Marshall, Buddy Halsey Aaron Davis, and Lance Hart.

**MEMBERS ABSENT:** None.

**TOWN STAFF PRESENT:** Kathy Knutson, Town Manager, Terry Osborne, Public Works Director, and Roger Brooks, Town Attorney.

**CITIZENS & GUESTS:** None.

- Call to Order-Mayor Miller
  - Mayor Miller called the committee work session to order this 2<sup>ND</sup> day of October 2025 and declared a quorum present.
- Resolution for EDA Assets
  - Town Manager Kathy Knutson discusses the need to officially approve the acceptance of EDA assets, noting that while the EDA voted to dissolve themselves, the town needs to vote to receive the assets. The committee discussed the acceptance of EDA assets, which was officially approved. They debated the allocation of funds from Proclad, deciding to keep them in the general fund for now. **Councilman Aaron Davis made a motion to approve the resolution accepting the EDA assets, Councilwoman Kit Marshall 2nd. Everyone else accepted and all were in favor.**
- Committee Discussions
  - **Community Development-Chairwoman Kit Marshall**
    - 1)Events Coordinator, Laura Whitt was unable to make the meeting but Chairwoman Kit Marshall gave an update on her behalf. The privy races will proceed on October 11th. There will be 20 vendors. Above the Dam will be performing from 11-1. DJ Steve will play music in between the heats. There will be a pie contest. There will also be a bouncy house and pumpkin painting.
    - 2) Chairwoman Kit Marshall and Town Manager Kathy Knutson decorated the town for fall. Pumpkins were purchased from Osbornes Nursey and straw bales from Adams.
    - 3)The electrical at town park is now completely done. Upon payment of the electricians invoice, Kathy Knutson will finalize the VOF Grant.
  - **Finance – Chairwoman Joan Collins**
    - Chairwoman Joan Collins nothing to report on.
  - **Infrastructure –Chairman Buddy Halsey**

- Chairman Buddy Halsey nothing to report on. Public Works Director, Terry Osborne gave an update on the Sewer I & I project. Lane Engineering will be doing 3-4 extra manholes with the additional money that was left over in the project of which VDH instructed us to spend it.
- **PERSONNEL-CHAIRMAN JASON CASSELL**
  - Chairman Jason Cassell asked to go into closed session for the personnel and contract negotiation. Mayor Miller asked for a motion to go into closed session.
- **COUNCILMAN AARON DAVIS made a motion for Council to go into closed session citing VAFOIA Section 2.2-3711, to discuss personnel and contract negotiation asking the Town Attorney Roger Brooks, Town Manager Kathy Knutson, to stay. COUNCILMAN JASON CASSELL seconded; motion carried with all ayes.**
- **COUNCILMAN AARON DAVIS made a motion for Council to go into open session citing VAFOIA Section 2.2-3712 that only matters in closed session were convened for and permitted under was discussed. Mayor Miller asked for a roll call vote:**
  - **Jason Cassell – I So Certify**
  - **Kit Marshall- I So Certify**
  - **Aaron Davis – I So Certify**
  - Buddy Halsey-I So Certify**
  - Joan Collins – I So Certify**
  - Lance Hart – I So Certify**
- The committee also discussed advertising for a public works director and an engineer. The committee discussed the need for self-sufficiency and emphasized the importance of knowing financial details.
- **Personnel Chairman Jason Cassell motioned to advertise for a public works director. Councilman Lance Hart 2<sup>nd</sup>, motion carried with all ayes.**
- **Infrastructure Chairman Buddy Halsey motioned to advertise for an environmental engineer. Councilman Jason Cassell 2<sup>nd</sup>, motion carried with all ayes.**
- **Infrastructure Chairman Buddy motioned to obtain a Dunn & Bradstreet report for Oak Hall. Councilman Lance Hart 2<sup>nd</sup>, motion carried with all ayes.**
- Infrastructure Chairman Buddy Halsey also addressed an illegal dumping issue, suggesting reviewing camera footage to identify the culprit.
- The meeting concluded with a reminder to advertise for the engineer position and public works director and plans to reconvene next week.
- Meeting Concluded

---

#### -Meeting Decorum-

#### All official meetings are to be observed by the following decorum:

- Behavior during all official meetings shall be consistent with the behavior exercised in any court or legislative room found within the Commonwealth of Virginia; and,
- There shall be no outbursts, heckling or other forms of disrespectful behavior by any individuals present within these chambers; and,
- Persons wishing to speak shall do so respectfully and in accordance with the applicable Rules of Procedures and/or at the specific direction of the presiding official; and,
- Out of respect for the official business being conducted, for those conducting the official business and for those present for same purpose, there shall be no private conversations taking place in the audience or other forms of distractive behavior or nuisance; and
- Please turn off cell phones and other such devices before entering the meeting room.