Village of Cambria Board Minutes

Date: July 7, 2026

The meeting was called to order by the Village President William Lo

Present: Trustee Marshall Brown, Trustee Robbie Chitwood, Trustee Suzette Coffee, Trustee Robin McFarland, Trustee Mark Phillips, and Trustee Mike Wren. Village Attorney Webb was also present, along with members of the public.

Approval of Minutes

The board reviewed the previous month's regular meeting minutes. A correction was noted on the second page, where "Sydney Provo" was to be amended to read "Betty Provo." With that amendment noted, a motion to approve the minutes as amended was made and seconded by Trustee Mike Wren. Roll call vote was conducted, with all members voting in favor.

Executive Session Minutes

The board reviewed the executive session minutes from the June 2 meeting. A motion to accept the executive session minutes was made by Trustee Robin McFarland and seconded by Trustee Robbie Chitwood. Roll call vote was conducted with all members voting in favor.

Disbursements

Disbursements were circulated for review and signature. No questions were raised from the board.

Public Comment

Several members of the public addressed the board on topics not listed on the agenda.

Andrea Lapenski of Cub Scouts at Pack 777 requested permission to use the Cambria Park on August 26 for a community event consisting of two to three bounce houses, scheduled from 6:00 to 8:00 p.m.

Miss Campbell raised concerns regarding the village's social media presence, specifically noting that the meeting agenda had not been posted on social media. The board clarified that it is not standard practice for municipalities to post on Facebook, and that agendas are posted on Thursdays to the village website. Community members are welcome to download and share the agenda themselves.

Renee Kidd expressed concern about a growing number of break-ins and criminal activity within the village, including a theft of a four-wheeler and vehicle break-in attempts occurring in broad daylight. The resident requested that the village develop a response plan to address the issue and improve public safety.

Police Report

Chief Boss reported that tips received during his vacation led to identifying and removing items, including firearms, left in a local garage. He confirmed drug activity concerns are being addressed with the city and county sheriff. Additionally, curfew tickets were issued twice to a family recently relocated to the village.

Old Business

Park Sign

Trustee Suzette Coffee updated the board on obtaining pricing for new park signage from Wesley Graphics. Single-sided signs ranged from $144 to $256, depending on size, with lettering included. Double-sided and custom-cut options were available, with custom work carrying a $75 upcharge per sign. The board favored a 36-by-48-inch size but noted that a design was not yet developed, encouraging volunteers with artistic skills to share ideas. The item was tabled until the next meeting, with a goal to install the sign before Labor Day. Trustee Coffee was directed to obtain additional quotes from other vendors to provide multiple bids.

Merit Board for Police Hiring

The board continued discussions on creating a merit board for police officer hiring, firing, and suspensions to enhance transparency and community engagement. The board agreed to expand the originally proposed three-member panel (a trustee, retired officer, and outside active officer) to a five-member configuration: one trustee, one retired law enforcement officer, one outside current officer, and two non-law-enforcement community members. The village president noted that the current police commissioner role will transition into a merit board seat. Members will serve unpaid three-year terms, though future compensation remains open to discussion.

A motion to approve the creation of a five-member merit board with the revised composition was made by Trustee Marshall Brown and seconded. Roll call vote was conducted with all members voting in favor.

Annexation Follow-Up — Tony Lawrence

Following a review of the outstanding question regarding Tony Lawrence's property, the board confirmed the absence of any paperwork establishing his inclusion within the village limits, verifying that he had not undergone formal annexation. Consequently, a motion was introduced and seconded to formally declare that Tony Lawrence's property remains outside the Village of Cambria. The motion passed unanimously via a roll call vote.

Sidewalk Repairs

William reported that the Lincoln Street sidewalk project to the post office was halted due to costly ADA compliance issues. Instead of doing this single section, the board opted to seek grant funding for broader repairs. The public works director highlighted three previously approved but uncompleted priority sections: Lincoln Street east of Maple, South Poplar Street toward a local church, and a poorly conditioned section on Virginia Street. Staff were directed to identify all sections needing repair, secure contractor bids, and present these at the next meeting.

Survey Update — Brown Household

William provided an update on the Brown household property survey, which is now public record at the courthouse. The survey revealed the residential portion—including bedrooms, bathrooms, and the living room—is within village limits, while a small part of the kitchen and front area is outside. Results were sent to Williamson County and the tax assessor's office for review. The board was advised that the village completed its due diligence. This general update required no vote, and the president noted that residents could file formal objections during the candidate filing period.

New Business

2026 Motor Fuel Appropriations Resolution

The board considered the annual motor fuel tax appropriations resolution, which funds road and sidewalk repair work. A motion to approve the resolution was made by Trustee Robin McFarlin and seconded by Trustee Suzette Coffee. Roll call vote was conducted with all members voting in favor.

Mandated Elimination of Dead End Water Lines

Bruce Hagler reported an EPA mandate to address dead-end water lines and associated fire hydrants, mostly installed in 1954. The project is estimated at $1 million, with previous discussions involving governor's TIP program funding. The board directed the public works director to solicit contractor bids and present pricing at the next meeting. A motion authorizing the public works director to obtain bids was made by Robin McFarlin, seconded by Robbie Chitwood and passed unanimously via roll call vote.

Ordinance and Redevelopment Agreement — WKH Properties LLC, 107 East Vermont

The board reviewed a redevelopment agreement with WKH Properties LLC for a renovation at 107 East Vermont. Debate focused on the TIF reimbursement percentage, which was set at 50% in the draft. The board noted that prior renovations typically received 30%, while 50% was reserved for new construction. The ordinance and reimbursement rate were tabled pending documentation of historical TIF rates.

Ordinance for Annexation — Casey and Kelsey Shockley

Casey Shockley requested the annexation of ~19 acres next to the former Tony Lawrence property to develop up to seven single-family homes in phases. The village attorney advised that a pre-inducement resolution is required before formal annexation to allow the developer to recover eligible expenses, and the TIF district boundaries must be expanded to include the land. Mr. Shockley agreed to table the item until the next meeting to gather documentation. The village president expressed confidence that the board will support the annexation once the process is complete.

Financial Review

The president summarized current bank balances, noting that a full profit and loss review and an ordinance requiring monthly financial reviews will be presented at the next meeting. Acknowledging that trustees had not regularly received balance sheet information, the president committed to providing cleaner, more readable financial reports going forward, and noted a suggestion to include prior-month comparisons in future reports.

Vote to Unseal Executive Session Records

During a brief recess, the board reviewed executive session minutes from January, February, and July of 2025. The board unanimously approved a motion by Trustee Robin McFarlin, seconded by Trustee Mike Ren, to unseal all three sets of minutes. The village president noted that minutes from an additional executive session are still being transcribed from audio and will be completed before any future unsealing is considered.

Village Clerk Appointment

The village president announced that Theresia had resigned from her role as village clerk. The president thanked her for her service and noted that the appointment of a new clerk would be presented at the next meeting. In the interim, the village president assumed responsibility for clerk duties. The president noted that four applications had been received and that additional candidates were being sought. Compensation for the position was discussed at $400, with the board open to reevaluation after the role was filled and responsibilities were better understood.

Water Department Hardship and Forgiveness Policies

The village president presented draft water billing hardship and debt forgiveness policies. The hardship policy would pause late fees and disconnections for up to three months for residents facing job loss, medical emergencies, family loss, or financial crises while they seek outside help. The forgiveness policy proposed a one-time 50% balance reduction for households denied external aid. Trustees raised concerns about potential abuse via family account transfers and suggested linking forgiveness to the end of the hardship period. While comfortable with the hardship policy, several trustees had reservations about debt forgiveness. Trustee Suzette Coffey moved to table both policies, and they were deferred to the next meeting without requiring a second.

Consent Agenda

The village attorney provided an explanation of the consent agenda process, noting that routine, non-controversial items such as meeting minutes and disbursements could be grouped into a single vote to streamline meetings. Individual trustees retain the ability to pull any item from the consent agenda for separate discussion. A motion to adopt the use of a consent agenda was made by Trustee Mike Wren and seconded by Trustee Robin McFarlin. Roll call vote was conducted with all members voting in favor.

RFP for Park Improvements

Trustee Marshall Brown presented an RFP for engineering services for the OSLAD grant-funded park project, noting that an engineering firm must develop detailed specifications and designs before bidding. Approximately $20,000 in grant funds is allocated for this. Brown recommended soliciting proposals from multiple firms, due before the August meeting for board review and selection. He also advised hiring a consulting firm to oversee the project to ensure accountability and manage potential inflation-driven cost increases. The village attorney will review the RFP's legal sufficiency before distribution. A motion to approve the RFP for engineering proposals was made by Trustee Brown, seconded by Trustee Robin McFarlin, and passed unanimously via roll call vote.

IT Services RFP

The village president presented four IT proposals for review ahead of formal bidding. These addressed renewing computer maintenance services, migrating village email and website domains to a .gov address for professionalism and FOIA compliance, installing park security cameras due to recent criminal activity, and upgrading to a voice-over-IP phone system. A motion to approve the RFP for proposals was made by Trustee Robin McFarlin, seconded by Trustee Marshall Brown, and passed unanimously via roll call vote.

Purchase of a backhoe

Bruce Hagler introduced a proposal regarding the acquisition of a pre-owned backhoe previously owned by the late Kevin Drake. The purchase price was established at $40,000. A motion to authorize the purchase was initiated by Trustee Robin McFarlin and seconded by Trustee Suzette Coffee. The motion was approved unanimously following a roll call vote.

Adjournment

The board adjourned following the conclusion of new business items, with the board moving into executive session to discuss pay and benefit matters. Executive session moved by Robin McFarlin and seconded by Suzette Coffey

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Minutes prepared by the Office of the Village President, Village of Cambria.