Council Work Session
June 13, 2016
7:00 p.m.

PRESENT
Wayne Printz, Mayor
Jay Dean, Vice Mayor
Margaretta Isom, Council Member
Harry Armbruster, Council Member
Jeffrey Jones, Council Member
Joshua Gooden, Council Member
Gerry Comer, Council Member

PRESENT
Aaron Hammer, Chief of Police
Troy Shifflett, Public Works Director
Clairen Sipe, Town Treasurer
Allison Morris, Grants/Event Planner
Mark Pedersen, EACC Director
Diane Johnson, Recreation Director
Denise Monger, Clerk of Council

COUNCIL WORK SESSION

Community Center

- Report submitted to Council which discussed Senior Health Day and Family Fun Night.
- Farmer's Market and balloon festival to be reviewed.
- Working with Allison on the Fireball Dash and Splash.
- Request that a class for boating be provided at the center / matter to be reviewed.
- EACC By-laws to be reviewed.
- Refund for a birthday party scheduled at EACC discussed.

Grants / Events Planning

- Upcoming Dash and Splash / three locations: Town Hall, car wash and to Riverside Park where life jackets and tubes would be provided for the 1 mile ride down river to the boat landing. Food trucks and music scheduled.
- Weekly walk-throughs to oversee the area for the event.
- Working on Christmas Bazaar event / carriage rides scheduled.
- Virginia Game and Inland Fisheries in the final stages of grant process to award funds / Town will be notified of the amount.
- Meetings forthcoming regarding the erosion issue.
- Elkton Ruritan Club and Jr. Order each gave $250 towards the cost of the caboose platform.
- Target Store discontinued grants / company gave a gift card to the police department.
- Issues with past Christmas events briefly discussed.

Recreation

- Room rentals at EACC an issue / recommendation that rental times end at 12:00 a.m. / Council to review the issue.
- Custodian/maintenance employee resigning position with the Town / discussion to hire an employee or contractor to fulfill the duties / security an issue in the police department and Treasurer's office.
- Council requested a cost analysis for the position from Mr. Pedersen.

Streets and Sidewalks & Cemetery (G. Comer)

- Currently reviewing streets.

- Inquiry as to the nature of the street names in the Cemetery.
- Schedule being created in order to fill potholes.
- State street funds cannot be used on private streets, alleys or Cemetery roads.
- Sidewalk repair discussed.
- Asphalt stamping expensive.

Economic & Community Development (J. Gooden)

- Ben Graessle project moving forward / working with public works and receiving pricing information.

Water & Sewer

- Pre-construction meeting scheduled for June 16, 2016 at 10:00 a.m. Clarifier project ready to begin.
- Installing clarifiers will not increase the capacity of the wastewater treatment plant.

Electric & Recreation (J. Jones)

- Bylaws for the EACC Advisory Board / re-approve bylaws requested / Council to review the document and vote at a later date.

Public Health, Safety & Ordinances / Personnel / Community Center (H. Armbruster)

- Complaints about speeding in Town / department spending additional time running radar and providing enforcement / more speeding tickets written in May.
- Budget not approved for an additional full-time officer.
- Part-time position to be advertised and hired.
- Additional discussion regarding speeding.
- Amend Chapter 53 (Animals) of the Code of the Town of Elkton Section 53-13 Increase Civil Penalty to $150 – First Reading (Agenda).
- Training needed for Charlotte Shifflett's position due to her upcoming retirement / advertise in newspaper for position.
- Complaints received regarding a business being operated in Woodbridge Subdivision / correspondence sent to homeowner / homeowner claims all vehicles belong to her children / appears to be a covenant issue and not a code violation of the Town's ordinances.
- Cell phone stipend for police department discussed.
- Chad Knight hired in public works department at $13.00 per hour / pending drug test / after 90 days will receive $1.00 per hour raise.
- Full-time WWTP operator to be discussed in closed session.

Finance & Planning Commission (M. Isom)

- Planning Commission met June 7, 2016.
- Pylon sign requested at Shen-elk Plaza to advertise the various businesses in the retail location / Council does not need to take action.
- Approve Recommendation by the Elkton Planning Commission for a Boundary Line Adjustment to Tax Map Nos. 130G-2-L 25, 26, and 27 in Downey Knowles Subdivision (Agenda).
- Increase Water & Sewer User Rates – Second Reading & Vote (Agenda).
- Approve Ordinance Proposing 2016/2017 Fiscal Year Budget and Appropriation of Funds for Public Purposes – Second Reading & Vote (Agenda).

Public Works

- Trees for river project discussed.
- Public notice published for an Invitation to Bid on street repair, asphalt resurface and concrete walks.
- Need to spend from savings account at least $5,917.59 for a gutter broom with water attachment to use on the streets / needed for parades and events.
- Plan needed to re-grade the pocket park in order for the Town to mow / certain plants and trees restricted.
- Repaired wooden bleachers at the softball field / patch work done to the fence and replaced the gates.
- Engineer to meet and discuss annexed areas that require water and sewer / easements needed.
- Water and Sewer Availability Connection Fee Payment Plan Affidavit form / Town Code being reviewed by Town Attorney.
- Connection fee to be determined / questions regarding cost.
- Personnel issues and Town Hall safety to be discussed in closed session.
- Met with Lisa Shenk from VML Insurance / Town claim's totaled $272,000 since 1991 / Town's insurance will increase / if Council approves the document the Mayor will endorsement it.
- Requested extension from DEQ in order to allow Herb White to assist the Town with current issues.
- Golf Cart Ordinance to include UTV's / Town to revise current ordinance / Town Attorney to review before adoption.
- Painting needed at the Town Hall.

Closed Session

Vice Mayor Dean moved to go into closed session under Virginia Code Section 2.2-3711.A.1 of the Code of Virginia, to discuss personnel for employee performance. Council member Armbruster duly seconded the motion.

YEAS: M. Isom, H. Armbruster, J. Jones, J. Dean, J. Gooden and G. Comer

NAYS: None

VOTE: (6 – 0 voice vote) Motion carried

Open Session

Council convened back into open session before the Clerk of Council and staff was allowed back into the meeting. Therefore, there is no additional recording of this meeting.

Mayor: _____
Wayne E. Printz

Recorder: Denise R. Monger
Denise R. Monger, Clerk