Council Work Session
July 11, 2016
2:30 p.m.

PRESENT
Wayne Printz, Mayor
Jay Dean, Vice Mayor
Margaretta Isom, Council Member
Harry Armbruster, Council Member (2:45)
Jeffrey Jones, Council Member
Joshua Gooden, Council Member
Gerry Comer, Council Member

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

ABSENT
Aaron Hammer, Chief of Police

COUNCIL WORK SESSION

The meeting convened at 2:30 p.m. as stated in the notice.

Cheryl Montgomery spoke with Council regarding funding for the Ben Graessle project. She noted that the majority of the project was being funded; however, she was in attendance to ask the Town to contribute approximately $16,600 to the project which would pay for the removal of one section of the tennis courts and purchase new fencing. Total cost for project was estimated at $43,000.

Council thanked Mrs. Montgomery for her presentation and would take the information under advisement. No action was taken.

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 – hiring and under 2.2-3711.A.7 for legal counseling. Council member Isom duly seconded the motion.

Herb White, of WW Associates, Troy Shifflett, Mark Pedersen and Diane Shifflett attended the closed session.

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

Staff was not asked to return to the meeting before Council reconvened in open session; therefore, no recording exists for that portion of the meeting.

Representatives for the Wendel Company gave a presentation regarding the Town having an Energy Performance Contract. Energy Performance Contracting was developed to streamline the process for public entities to improve energy efficiency.

Troy Shifflett

- Five streets needed paving / 3 bidders for project / parking area at Terrace Avenue

approximately $150,000.

- Schedule needed to pave streets yearly / no paving last year.
- Paving at Hometown Garage questioned due to the number of cars that take up space at the business / 52 x 100 ft. area / cars should not be parked in that area / letters sent in the past regarding the issue.
- Question about spending that amount of money when the public does not get to use the area.
- Concern that the Town was basically providing parking for a business / need to look at the best use for $50,000 / suggestion that funds be used on another street more readily used by the public.
- Cars shows held in that area.
- Long-term parking in Town an issue.
- Fire hydrants to be painted.
- Caboose should be finished by August.
- Fire hydrant to be replaced next week / water pressure to be an issue / notices would go out to inform the public / approximate time up to four hours.

Allison Morris

- Elkton Ruritan and Jr. Order donated $250 each towards the work on the caboose.
- 79 participants for the Fireball Dash & Splash event.
- Next Family Fun Night scheduled.
- Letter to all businesses requesting funding for events in Town / to be hand-delivered.
- Contacted Merck and Coors to discuss scheduling a "clean-up day" for the Town.
- Town awarded $65,000 from Virginia Department of Game and Inland Fisheries / meeting scheduled for Thursday.
- Amount for organizations to sponsor Family Fun Night approximately $500 / two organizations could co-sponsor.
- Several businesses interested in sponsoring all of the movies if they could split the costs.
- Sponsor's names were placed on the goodie bags for movie nights.
- Window decorating contest discussed / decision needed if Council would like to continue to offer the prize money associated with the contest.
- Festival of Freedom discussed / to be held at the park.

Clairen Sipe

- Auditors performing preliminary work / will return end of August / establish new accounts for the sewer loan.
- Thanked everyone for the cards and flowers in regards to the passing of her Grandmother.

Streets and Sidewalks & Cemetery (G. Comer)

- Cemetery off of Newtown Road has potholes.
- Sidewalk work started.

Water & Sewer

- Visited Massanutten wastewater facility; specifically the holding tank lagoon / the Town would need more land in order to build its own lagoon / price unknown / told by engineer that if the Town installed something similar it would eliminate the majority of the Town's sewer issues.

Electric & Recreation (J. Jones)

- Lights need to be repaired at EACC in the Council Chambers.

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

- Amend Chapter 53 (Animals) of the Code of the Town of Elkton Section 53-13 Increase Civil Penalty to $150 – Second Reading & Vote (Agenda).
- Cameras needed at reservoir and parks discussed / last estimate was approximately $25,000.
- Standing committee meetings for Public Health, Safety, Ordinances, Personnel, Community Center to meet on the 1st Monday of each month at 2:00 p.m. / minutes to be taken.
- Cell phone stipend to be paid to the police department in the amount of $36.00 per month.
- EAUS dumping an issue.
- Change Town Manager's job description.

Finance & Planning Commission (M. Isom)

- Planning Commission did not meet in July.
- Cell phone stipend for police department for $36 per month / encouraged Council to take action on the matter / would be added onto payroll and placed on employee's W-2's.
- Chief Hammer to decide which line item the stipend funds would be deducted from in his budget.
- Matter tabled until the next committee meeting.
- $750 "Keep America Beautiful" grant received by Charlotte / water fountain at the triangle may be bought with the funds.
- Blight properties discussed.
- Jr. Order thanked Troy and Elkton Town staff for hard work and preparations for the parade.
- Food Lion shopping center asphalt repairs have trash stuck everywhere.
- Income study to be done in hopes to lower the median household income for the Town.
- Approve Engineering Fee Proposal for $55,000 from WW Associates to Prepare Wastewater Treatment Plant Preliminary Engineering Report/Environmental Report (Agenda.)
- Approve Engineering Fee Proposal from WW Associates for Consultative Assistance with the Town's Virginia Pollutant Discharge Elimination System (VPDES) Permit (Agenda).
- Approve Engineering Fee Proposal for $36,500 from WW Associates for Water and Sewer Utility Design Phase Services (Agenda).
- Suggestion that the Town have an "Employee Appreciation Day" at Swift Run Pool / 6:00 p.m. – 9:00 p.m. / cost approximately $3,000 / some Council members did not agree with the suggestion due to the cost and budget restraints.
- Discussion regarding taking the funds for the "pool party" and giving the employees' gift cards instead.
- Poll employees to see how many employees would attend.
- Ordinance to Amend Chapter 158 Vehicles and Traffic Section 158-30 through 158-41 to Add Utility Vehicles on Public Highways – First Reading (Agenda).
- Sewer Financing Agreement to finance connections discussed / Council requested Town Attorney Miller summarize the agreement into one page for their review.
- Secure language regarding water and sewer costs for developers.
- User fees for commercial businesses.
- Complaints regarding Comcast service.
- Franchise Agreement with Comcast to be reviewed.
- Camp sites to be erected in Town / further review.

- Meeting notice requirements discussed / Town must follow all guidelines in order to properly notify public of upcoming meetings.
- If another organization calls a meeting and more than two members of the Town Council, including the Mayor, are attending or planning on attending a notice must be prepared by the Town.
- Town Attorney Miller stated three Council members cannot meet without a notice; including the Mayor.
- Two Council members can meet and discuss anything including Town business and are incompliance with the state code / if a third attends there must be a notice.
- VML meetings were the exception.
- Lunches at Ciro's can take place with any number of Council members attending as long as no Town business was discussed; otherwise only two can meet.
- Discussions regarding personnel matters in public places a concern / matters should be confidential.
- Town Attorney to prepare legal memorandum on the matter.

With no additional business, the meeting was adjourned.

Mayor: _____
Wayne E. Printz

Recorder: _____
Denise R. Monger, Clerk