Committee Meetings
November 13, 2007

PRESENT	STAFF
M. Dearing	Lauri A. N. Sigler
M. Isom	Marty Shifflett
D. Kite	James A. Morris
M. O'Neill	Allison Morris
T. Pence	Clairen Sipe
W. Printz	Denise R. Monger
S. Sigafoose	

The following items and issues were discussed:

Treasurer

- Former resident considered for Honorary Citizen Award.
- Vice Mayor Dearing discussed an increase in rates in which a "cap" could be placed on citizens that meet a certain criteria.
- Tax relief for senior citizens discussed.
- Lengthy discussion regarding County collecting all taxes.
- Tax mailings.
- Central Shenandoah Planning District could provide demographics of Town for Council to review. Council member O'Neill suggested income of individuals be reviewed also.
- Marty to contact CSPD and Census Bureau for additional demographics.
- Vic Corbo discussed frozen tax rates upon an individual reaching the age of 65.
- Council member O'Neill discussed the status regarding the purchase of the generator.
- Separate funds would be reported on the generator with additional statistics received from VML.
- Utility bills printed with donation information for the Community Center.

Community Center

- Identifying sign for Community Center.
- Administrator Morris reported the Town of Elkton maintenance department had been unable to fill requirements for the center.
- Community Foundation Account 501(c)(3) had been closed. Documentation sent in May.
- Treasurer Sipe stated she had spoken with a bank representative and they would re-establish the account if proper goals and officials were established.
- Vice Mayor Dearing stated the account was needed to pay for items and to allow taxpayers to donate money. The center cannot afford for funds to "sit" in an account for extended periods of time. He suggested the fundraising committee review and handle the matter.
- Town Attorney Sigler to speak with bank representatives and advise Council how the Town should proceed.
- Council member Kite noted a Community Center meeting took place. Discussions included: financing, expectations and fund-raising. A second meeting would take place November 14, 2007 at 6:00 p.m.
- Lengthy discussion took place regarding donations and operational costs for the Community Center.
- Mayor Printz stated he would attend the meetings. He stressed the importance of an established 501(c)(3) and noted various foundations which provided grants contingent upon having a 501(c)(3) status. Upon approval from Council, the Mayor intended to send a correspondence to the Governor, Senator and Congressional representatives regarding funding assistance.
- Council member O'Neill encouraged the dialogue and ideas that had taken place. However, he noted that certain guarantees would need to be made in order to rely on additional funding with the deadline for the new budget approaching.
- Community Center memberships discussed.

- Funding from County over One million dollars to date.
- Rate structure discussed.
- Council member Isom had spoken with Supervisor Mike Breeden regarding the center and suggested a meeting take place between the County and the Town.
- Additional $70,000.00 may be available from County if requested.
- Council member Sigafoose noted funding would need to be guaranteed before preparing new budget.
- Council member O'Neill noted he would not support raising taxes to support the center.
- Marty and Denise to set meeting for Council and Board of Supervisors.
- Council member Pence noted his dissatisfaction with the Town's maintenance department having to provide janitorial support for the center. He stated this measure depleted the maintenance department's efficiency.

Public Safety

- Chief Morris stated he would be meeting with the Neighborhood Watch regarding an "elderly checklist" for person(s) homebound.
- Auxiliary in effect.
- Candidate to enter Academy January 1, 2008. Town would not pay any additional funds.
- Distance between Bed & Breakfast, hotels, etc...in relation to the schools in Town discussed.
- Officer Hooke to work part-time for the Town. He will take a full-time position at Town of Broadway upon availability. The candidate would move into the full-time position.
- Caboose discussed.
- Mayor Printz suggested an offer be made for McDonalds to purchase the caboose.
- Chief Morris stated a no trespassing sign from 8:00 p.m. – 6:00 a.m. needed to be established for the caboose in order for the police department to take proper security measures.
- Sound ordinance discussed. Vice Mayor Dearing requested Chief Morris review the matter.
- Trapping discussed. Town Superintendent to review the matter and report back to Council.
- Complaints received from citizens regarding noise control on Water Street. Chief Morris to review the matter.
- Mayor Printz commended the Chief and officers for their hard work.

Town Superintendent

- Engineers had been engaged to prepare a proposal that would allow the Kite House to become compliant with county standards.
- Council member Kite discussed zoning matters and meetings regarding the Kite House.
- Miller-Kite House should be reviewed for re-classification.
- Additional Kite House matters discussed were: rate structures, restrooms, steps, zoning, and cooking at the house during events.
- All tents used at the Kite House would need a permit from County.
- Council member Kite asked for removal from the Water and Sewer Committee in order to address the Kite House issues.
- Letter of Commitment for generator to be endorsed.
- Council member Pence suggested at least three people be required on each committee.
- Mayor Printz and Superintendent Shifflett to review fence issues at the Kite House.

Streets & Sidewalks

- Repair of alley behind United Bank and King Construction.

- Snow removal plan discussed.

Planning Commission

- Apartment ordinance still under review.
- Additional particulars for Second Reading of fence ordinance considered.
- Flood plain ordinance being reviewed.
- Sign ordinance – approved at the last Special Council Meeting.
- Trespass ordinance – approved at the last Regular Council Meeting.
- Special Exception Permit for possible Bread & Breakfast discussed. Planning Commission recommended matter to a Pubic Hearing.
- Mayor Printz discussed aspects of the sign ordinance.
- Sign for the Community Center discussed.
- Council member O'Neill discussed an ordinance amendment to allow a special use permit process that would involve applications, a public hearing, review and recommendation by the Planning Commission and a vote by Council.
- Vice Mayor Dearing noted two recent issues that Council had asked the Town Attorney to prepare appropriate documentation for. Both issues were voted down after the work had been completed. He urged Council to be consistent.
- Council members O'Neill and Pence to meet with Anderson & Associates to review rate study.
- Chief Morris to contact appropriate law enforcement agencies regarding the status/control of certain buildings in Town which had been seized.
- Town janitorial position and particulars of that position discussed.
- Maintenance crew efficiency discussed.
- Re-assignment of current employee for janitorial position discussed.
- Procedures regarding FOIA discussed including appointing a Records Retention Clerk, namely Richard Carey. Clerk of Council would substitute if Mr. Carey was absent.
- Town Attorney Sigler noted that one person retain all records for FOIA and help facilitate matters.
- Divertee policy discussed. Vice Mayor Dearing noted the policy needed to be revised to include what tasks divertees can or cannot execute.
- Meal allowances and liability issues for divertees discussed.
- Divertee policy tabled.
- Lengthy discussion regarding water connections for request by Benny King.
- Vice Mayor Dearing stated if the Town would approve the water connection, then the other fifty-five acres connected to the property could be developed. He questioned the impact on the Town's water system.
- Mr. King noted he would like twenty connections based on the requirements of the County's Comprehensive Plan. He urged Council to consider a joint endeavor between himself and the Town that would serve everyone.
- Vice Mayor Dearing noted the Town's Code stated that developers must bear the expense of connecting to the Town.
- Additional discussion took place regarding an increased size of line, issues with County, impact to the Town and legal obligation.
- Council member O'Neill noted if the connection were approved, the Town would be obligated to approve other connections to adjoining properties.
- Superintendent Shifflett to advise Council of County's position and determine what legal responsibilities would be involved.
- Council member Kite noted the Town needed to generate funds for projects.
- Council member O'Neill noted his reluctance to allow connection fees to fund infrastructure improvements.
- Town Attorney Sigler to review contract.
- Personnel manuals and Comprehensive Plan being printed.
- Three residences still in violation of zoning ordinances.
- Lee Avenue property possible fire hazard.
- Negotiations regarding a landmark issue discussed.
- Council member Pence suggested Superintendent Shifflett endorse all time cards.

- Potential real estate purchases to be placed in Council's mailboxes.
- Vice Mayor Dearing suggested the Town's maintenance department travel to Massanutten and observe the process by which they maintain yard waste.

Electric

- None
- Commemorative license plates for the Centennial discussed.

Finance

- Council member O'Neill spoke regarding the Town's current budget situation. He noted that revenue would need to be raised or expenses cut.
- Additional discussion took place regarding personnel lay-offs, meals tax, workshops, tax on beer sales and cell phone tax.
- Vice Mayor Dearing suggested Council review commercial water rates.
- Tier water rates discussed.

Personnel

- Discussion took place concerning maintenance department employee repositioning to Town janitor.
- Mayor Printz noted the Town was spending approximately $15,000.00 more a month for additional funds in labor.
- Council member Pence noted his dismay regarding the pay of some part-time employees.
- Council member Kite questioned some decisions made by Council regarding the reorganization of employees to different positions. Council member O'Neill disagreed and added the changes were necessary.
- Roll back employee's pay discussed.
- Mayor Printz encouraged Council to creatively initiate various methods by which the Town could raise revenue in the amount of $200,000.00 - $300,000.00 before the end of 2007.
- Town Attorney Sigler working to schedule meeting with consultants.
- Consideration given to changing Council Meeting from 7:00 p.m. to 6:00 p.m. General consensus was not to change the time.
- Committee Meetings time to remain unchanged at 6:00 p.m.
- Fire Department building matter discussed.
- Mayor Printz to participate at the Community Center meetings scheduled for November 14, 2007.

Recreation / Community Center

- First month membership discount discussed.
- Council member Kite discussed deposit transferals.
- $2,814.00 membership revenues for October.
- Council member Pence noted his dissatisfaction with a current committee member.

As there was no further business, the meeting was adjourned.

Mayor: _____
Wayne E. Printz

Recorder: _____
Denise R. Monger, Clerk