Committee Meetings
June 12, 2007

PRESENT	STAFF
M. Dearing	Tom Miller
M. Isom	Lauri A. N. Sigler
D. Kite	Marty Shifflett
M. O'Neill	James A. Morris
T. Pence	David Harris
W. Printz	Rodney Hensley
S. Sigafoose	Jeremy Hook
	Christopher Mullenax
ABSENT	Phillip Cross
Allison Morris	Clairen Sipe
	Denise R. Monger

The following items and issues were discussed:

Allen P. Todd, P. E., Senior Transmission Engineer, of Downes Associates, Inc., made the following presentation regarding a peaking generator:

The Town of Elkton is one of seven town/cities that belong to VMEA and have an agreement with Virginia Power. The Town's current VMEA agreement with Virginia Power is good until 2010.

The cost of purchase power depends upon the demand charge, energy charge and the fuel factor. The demand charge is high at $17.54/kw. The demand occurs when Virginia Power has their peak hour each month. For March 2007, our demand was $72,953 while the energy and fuel factor was $62,120. Therefore, the demand charge was more than the energy charge.

Mr. Todd recommended a Caterpillar Diesel Peaking Generator. The cost is as follows:

Peaking Generator	293,000.00
Material required to connect Elkton to the system	16,000.00
Construction Labor	3,600.00
Engineering, Design & Project Management	18,900.00
	$331,500.00

(Town to provide concrete pad and fencing)

Mr. Todd stated that Caterpillar does not lease generators. There may be an option to lease with someone else, but in his opinion this would be more costly. Caterpillar offers an installment purchase agreement with a $43,000.00 down payment. Then, three installments of $93,726.00 are to be paid over the next three years.

If the generator is ordered in the near future, it could be operational before Christmas. However, Caterpillar would need to give the definite date.

A maintenance contract can be purchased for the generator that is inexpensive and a Caterpillar office is nearby that will provide service and routine maintenance.

Insurance on the generator was discussed and it was determined that the Virginia Municipal League should be contacted.

In the future, an emergency plan can be prepared, if desired, that would engage the generator to run the Town Hall, Water and Sewer Plant, shelters, and any other emergency response facility.

Town Superintendent Marty Shifflett stated that the Town will need to inform VMEA via correspondence that the governing body is reviewing the option to purchase a peaking generator.

Closed Session

Council member O'Neill moved, seconded by Council member Kite, and carried to go into closed session under Virginia Code 2.2-3711.A.11 to discuss personnel issues.

YEAS: M. Dearing, M. Isom, D. Kite, M. O'Neill and T. Pence and S. Sigafoose

Motion carried (6 – 0 roll call)

Council member O'Neill moved to go from closed session back into regular session and that each member, to the best of his or her knowledge, certified that only public business matters lawfully exempted from an open meeting requirement under Chapter 21 of Title 2.2 of the Code of Virginia were heard, discussed, or considered. Council member Isom duly seconded the motion.

YEAS: M. Dearing, M. Isom, D. Kite, M. O'Neill and T. Pence and S. Sigafoose

Motion carried (6 – 0 roll call)

At the conclusion of the closed session, the police staff was excused.

As there was further business, open session continued.

General

- Mayor Printz spoke regarding a letter received from VML concerning the Higgins/Flores matter.
- Central Shenandoah Planning District Commission (CSPDC) letter discussed; schedule Town Hall Meeting for June 27, 2007 at 7:00 pm; use other room at Community Center; involve Planning Commission.
- Planning Commission to rule regarding non-conforming/possibly illegal building on Wirt and Shenandoah Avenue.

Finance

- Council member O'Neill discussed budget issues.
- Electrical rates discussed.
- HEC funds discussed.
- Council member Sigafoose excused at 8:05 pm.
- Generator *(Agenda)*.
- Vice Mayor Dearing stated that 4 businesses have not paid meals tax since March; 1 since February; 46 businesses have not paid for their business licenses; treasurer's office is to pursue delinquent real estate and personal property taxes.
- 07-08 Budget *(Agenda)*.
- Water and Sewer Connection Fees at $8,000.00 *(Agenda)*.
- Mayor Printz left the meeting at 8:10 pm.

- New Employee Manuel with grievance procedures.

Recreation / Community Center

- Council member Kite stated that due to low attendance the Community Center will close at 12:00 on Holidays or at the Administrators discretion.
- Council member Kite presented an estimate in the amount of $22,000.00 for a Community Center sign.
- Stainless steel flagpoles donated to the Community Center.

Personnel

- Vice Mayor Dearing stated that the Town will delay in filling the advertised labor positions. Divertees will be used to temporarily fill those positions.
- Electrician's Assistant position is being advertised. A five year apprentice program is available in Culpepper.
- Back-fill Treasurer's Office position.

Public Works

- Town Superintendent Marty Shifflett stated that 47 letters will be mailed to residents for various ordinance violations: abandoned lawns, vehicles, etc…
- B & W fence installing chain link fence with heavy vinyl slats. Previous recorded minutes specifically stated not to install this type of fence.
- Former doctor's office is now being used as a residence. Dwelling is zoned commercial. Mr. Shifflett will be addressing this matter via correspondence.
- Engineers needed to examine Kite house due to non-compliance with County code for assembly hall meetings.
- Vice Mayor Dearing stated there were 147 free service calls made in March for bulk trash pick-up. The Town will discontinue free bulk trash pick up and brush grinding.
- Mr. Shifflett stated the price for bulk pick up and brush grinding will be increased. *(Agenda).*
- Centennial Celebration discussed briefly. Correspondence needed by Monday from the Elkton Historical Society stating their commitment to the event. *(Agenda).*
- Storm water project on East Washington complete.
- Water and Sewer for Newtown and Mt. Pleasant Road under annexation discussed briefly. Mr. Shifflett suggested a possible extension request.
- Easement at Elmer Lawson's property discussed. A sewer line is exposed which has left a large hole and dangerous situation to residents. Matter assigned to attorneys.
- After July 9, 2007, need to reschedule with Rescue Squad and Fire Department to work with all Emergency Services.
- Council member Kite spoke of a combined service for all emergency entities.
- Vice Mayor Dearing reiterated that Council needs to review water rates.
- Vice Mayor Dearing stated that a Department Head will be away intermittently for three months. Coverage issue should be addressed.
- 224 disconnects; 32 cut-offs; review reconnect fee increase.
- EDRC Chile Cook Off scheduled for September 15, 2007 to include bands, music, arts, crafts, etc... May want to close part of street for event. *(Agenda).*
- EDRC interested in assisting with the farmers market. Referred to Council member Kite.
- EPIC Memorial Wall Project will commence next Monday.

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

Mayor: _____
Wayne E. Printz

Recorder: _____
Denise R. Monger, Clerk