Committee Meetings
July 10, 2007

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

The following items and issues were discussed:

General

- Mayor Printz spoke regarding speed humps in reference to a guide prepared by the Department of Transportation on traffic calming issues.
- Mayor Printz spoke regarding a gift for Katie Whitfield in appreciation for her hard work and efforts ongoing with the Kite House.
- Anderson and Associates to give future proposal on upgrades needed for Kite House to become compliant with county code standards.
- Discussion regarding improvements to the outside grounds and landscaping of the Kite House.
- Farewell plaque for former Town Attorney Tom Miller.
- Mayor Printz spoke regarding minor improvements needed at the Municipal Building. (front porch needed to be painted, brown rocks would replace mulch, and possibly a new sign would replace the current sign, after estimates were received).
- Tree discussed.
- Vice Mayor Dearing suggested the Town request copies of maps/overlays from Anderson and Associates to assist with the planning of Kite project.
- Special Council Meeting with Planning Commission set for Thursday, July 26, 2007 at 6:00 p.m.
- Discussion of Kenneth Lawson's request to purchase 5 acres of land on Route 340 near Bear Lithia. Mayor Printz requested Mr. Shifflett obtain a plat of the 5 acre parcel for Council to review.
- Lengthy discussion regarding water rates and usage fees.
- Water hauler rates discussed.
- Vice Mayor Dearing stated at the next Committee Meeting he will have a prepared tier plan for water rates for Council to review.
- Peaking generator issues discussed. *(Agenda)*
- Town Attorney Sigler discussed the Procurement Act and additional financing issues regarding the generator.

Finance
- None

Electric

- Higgins matter – additional receipts received and discussed as to reimbursement.
- 36 disconnects – 4 accounts have not been reconnected.
- Final payment to Town Consultant approved.
- Lengthy discussion regarding the Town's cell phone contracts.
- Asbestico discussed.
- Repeal Procurement Act. *(Agenda)*
- Change cell phone service. *(Agenda)*

Recreation / Community Center

- Council member Kite installed nets on the basketball goals near the Town Hall. The backboards need to be replaced at a cost of $376.00. Council approved the future purchase.
- Council member Kite stated the Recreation Commission approved chains or barricades and signs stating "authorized vehicles only" in the park. This will eliminate unauthorized vehicles from driving through the park.
- Council member Kite stated the Recreation Commission further recommended there be no parking in the playing fields, only drop offs and then car must be moved. Must have special permits required from the police.
- Director Lynn Meadows had applied the EACC for the Best New Renovation Addition, an award program with the Commonwealth of Virginia.
- Discussion of groups going into recreation areas and performing work or changing items without obtaining permission from Recreation Commission. Council member O'Neill suggested recreational areas be designated.
- Clean and maintain tennis courts located near Town Hall.
- Vice Mayor Dearing and Council member Pence to combine efforts for a walking track at the park.
- Dances at EACC.
- Custodian/Maintenance position at the EACC.
- Sign discussed for EACC. Discussion followed regarding type and location of signage.
- Donated flag poles from Merck.
- Administrator Morris spoke regarding a general liability issue for venders who participate in the Farmers Market. She stated that participation is minimal due to the requirements of item #8 of the Agreement. Council member O'Neill suggested that item #8 of the Farmers Market Agreement be removed upon Town Attorney approval.
- Administrator Morris stated signs from Virginia Logo.com would cost approximately $1,000.00 each plus the cost of the sign.
- Administrator Morris requested ledger reimbursement for Canon copier transferred from EACC to the police department. Council member O'Neill confirmed EACC should be reimbursed for the difference.
- New copier and fax for Treasurer's Office discussed.
- Administrator Morris spoke on behalf of Diane Johnson and asked Council to consider the special situation in which Mrs. Johnson works at EACC. Mrs. Johnson's hours are unconventional due to the various hours, weekend or evening events that take place at the center.
- Lengthy discussion regarding comp time for hourly employees versus salary employees.
- Job description to be prepared for Diane Johnson and forwarded to Council for review.
- Playstation II and 2 games for $378.00 ordered.
- Discussion of designated funds held in an account for Department Heads accessed by Town issued credit card. Council would set spending limit.
- Separate accounts for donated monies for the EACC discussed.
- EACC stamps ordered.
- Scanning software discussed.

<u>Personnel</u>

- Acting Town Superintendent Marty Shifflett discussed the Personnel Manual. *(Agenda)*
- Evaluations and reviews of employees discussed.
- Vice Mayor Dearing spoke regarding sexual harassment training for employees of the Town. He asked Town Attorney Sigler to arrange a class for employees.
- Emergency Response Manuel discussed. *(Agenda)*

<u>Public Works</u>

- Wanda Loeman issue discussed briefly regarding closing an alley or street. This matter was tabled until the next Planning Commission meeting.
- Mr. Shifflett spoke of a commercial entrance on Mr. Pleasant Road that Pete Bonavita is requesting. He will prepare a correspondence to him regarding the matter.
- In reference to Mt. Pleasant Road: town limit sign and speed limit sign are misplaced. Chief Morris to review.
- 2 letters from Cle Conley regarding reimbursement. *(Agenda)*
- Brush grinding service $50.00 per hour.
- Any contractor needing assistance on emergency jobs using Town personnel and Town equipment will be charged accordingly.
- Bulk service $15.00 per pick up.
- Call Harrisonburg to review their policy on mulch and subterranean insect issues.
- Director of Public Works Timmy Turner needs vehicle in order to perform job duties.

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

Mayor: _____
Wayne E. Printz

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