REGULAR
COUNCIL MEETING
July 20, 1992

The regular meeting of the Elkton Town Council was held July 20, 1992 at 8:00 p.m. in the council chambers with the Mayor Charles E. Dean presiding. The following council members were present: F. A. Bennett, R. C. Davis, M. B. Fuller, W. E. Printz, R. L. Snow and T. R. Whitfield III. Dale Davenport, Attorney, Norma Leap, Clerk, Gerald Monger, Superintendent and Warren Pence, Chief of Police were also present.

Mrs. Vivian Hitt of 322 W. Washington Avenue was present to speak against the request to rezone Lots 1,2,3,4,5 and 6, Block 36, Section 2 from R-4 Residential to Light Industrial/Business M1. She presented a petition from the residents in that area opposing the requested rezoning.

Ms. Mary Hively was present and thanked council for the use of the agricultural building for their bridge nights. She pointed out that this activity has now grown to 5 or 6 tables each night. The group is concerned about the lack of fans, no screens on the windows and some problems they have been having with the dance instructor. Mr. Monger reported that Mr. Hammer was to have installed the fans today and that he and Councilman Snow are working on the screens for the windows. Councilman Snow told Ms. Hively to get with Angela Dean, Recreation Coordinator, and she will work with them on the other problem.

Mr. George Williams was present concerning a drainage problem at the H & R Block building. Water runs off the street and under his building. He feels some type of curb should be placed there to run the water on down the street away from the building. This matter was referred to the Streets and Sidewalks Committee for a response by the next council meeting.

Mr. Clyde McDaniel, Mr. George McDaniel and Mr. Peter Bonavita spoke in favor of rezoning Lots 1,2,3,4,5 and 6, Block 36, Section 2 from R-4 Residential to Light Industrial/Business M1. They all felt that this was zoned business at one time and created no problems. They pointed out that by down zoning this area the present owner will suffer a financial loss, and requested council to look favorably upon the rezoning.

Mr. Benny King spoke regarding the proposed change of lot sizes in R-3 from 12,500 to 6,250 which has been recommended by the Planning Commission. He suggested that since there is some opposition, council consider a comprise between the 12,500 and 6,250. He stated that if the feeling is that houses are too close then the setbacks should be changed. Mr. King spoke in favor of rezoning the lots on Washington back to business.

Mr. Wayne Weaver spoke in favor of reducing the lot sizes as recommended by the Planning Commission.

Councilman R. L. Snow moved, seconded by Councilman F. A. Bennett and carried to approve the minutes of the Public Hearing June 15, 1992, the Regular Meeting June 15, 1992, the Special Meeting June 23, 1992 and the Special Meeting June 26, 1992 as presented.

Councilman W. E. Printz moved, seconded by Councilman F. A. Bennett to approve the zoning changes A thru L as recommended by the Planning Commission. The vote was recorded as follows:

Bennett	-	yea	Printz	-	yea
Davis	-	yea	Snow	-	yea
Fuller	-	yea	Whitfield	-	yea

Councilman F. A. Bennett moved, seconded by Councilman R. C. Davis to accept the Planning Commission recommendation to change the lot size requirements from 12,500 to 6,250.

Councilwoman Fuller stated she could support lot sizes 9,375 in R-3 but cannot support 6,250 in R-4 as this would impact some of the neighborhoods as they are today.

Councilman Snow stated he is opposed to lot sizes of 6,250 in any residential neighborhood as this is too small.

The vote was taken on the motion and recorded as follows:

Bennett	- yea	Printz	- nay
Davis	- yea	Snow	- nay
Fuller	- nay	Whitfield	- nay

Mayor Dean stated the question of lot sizes will have to go back to the Planning Commission.

Councilman W. E. Printz moved, seconded by Councilman F. A. Bennett to approve the zoning changes O and P as recommended by the Planning Commission. The vote was recorded as follows:

Bennett	- yea	Printz	- yea
Davis	- yea	Snow	- yea
Fuller	- abstain	Whitfield	- yea

Councilman F. A. Bennett moved, seconded by Councilman R. C. Davis to approve the rezoning of all property that is presently zoned Light Industrial M1 to Light Industrial/Business M1 District as recommended by the Planning Commission. The vote was recorded as follows:

Bennett	- yea	Printz	- yea
Davis	- yea	Snow	- yea
Fuller	- yea	Whitfield	- yea

Councilman F. A. Bennett moved, seconded by Councilwoman M. B. Fuller to accept the Planning Commission's recommendation to rezone Lots 1,2,3,4,5,6, Block 36, Section 2, located on the north side of Washington Avenue from R-4 Residential to Light Industrial/Business M1 District. After some discussion the vote was recorded as follows:

Bennett	- yea	Printz	- nay
Davis	- yea	Snow	- nay
Fuller	- nay	Whitfield	- nay

Councilman W. E. Printz moved, seconded by Councilman R. L. Snow and carried to recommend to the Planning Commission that they consider the rezoning of Lots 1,2,3,4,5,6, Block 36, Section 2 to B-3 as this might accommodate all of those affected.

Mr. Monger reported that McDonald's should begin construction about the middle of August.

Mr. Monger reported that Rev. Timothy Martin came in to see about putting their church in the ShenElk Shopping Center. He was given permission but later after they had proceeded with preparations for the move, Mr. Monger found out that this needs to go before the Planning Commission and Council.

Councilman W. E. Printz moved, seconded by Councilman R. C. Davis and carried to allow the Cornerstone Church to go into the ShenElk Plaza under the current zoning.

Mr. Monger reported that they were set up to begin the storm sewer on Jackson Avenue but the contractor backed out. The work on Park Avenue is complete from the Horne property to the Johnson property.

Mr. Monger reported they are working on filters for the sand and feel they will work. They cannot get prices until they can get the elevations on the pipes. He reported they are also working on the new water rates.

Councilwoman Fuller asked Mr. Monger what the status is on the Furnace Road Project. Mr. Monger reported that they are waiting on a Water and Sewer meeting to meet with Mr. Bill O'Brien from the county.

Mayor Dean presented the following committee assignments and there was no opposition from council:

ELECTRIC COMMITTEE
Richard C. Davis, Chairman
Randell L. Snow
Thomas R. Whitfield III

FINANCE COMMITTEE
Randell L. Snow, Chairman
Charles E. Dean
Wayne E. Printz

PERSONNEL COMMITTEE
Marsha B. Fuller, Chairman
Charles E. Dean
Wayne E. Printz

PUBLIC HEALTH, ORDINANCES AND RECREATION COMMITTEE
Thomas r. Whitfield, III, Chairman
Marsha B. Fuller
Randell L. Snow

PUBLIC SAFETY COMMITTEE
Charles E. Dean, Chairman
Fred A. Bennett
Richard C. Davis

STREETS AND SIDEWALKS COMMITTEE
Wayne E. Printz, Chairman
Fred A. Bennett
Marshal B. Fuller

WATER AND SEWER COMMITTEE
Fred A. Bennett, Chairman
Richard C. Davis
Thomas R. Whitfield, III

VICE MAYOR - Randell L. Snow

Mayor Dean stated that all committees need to meet and set agendas, with the help of the department heads, for the year.

Councilman W. E. Printz moved, seconded by Councilwoman M. B. Fuller and carried to appoint Councilman R. L. Snow as Vice Mayor.

Chief Pence reported that the Public Safety Committee has completed their interviews for a new police officer and would like to recommend the hiring of Donald A. Dean Jr. Chief Pence reviewed Mr. Dean's qualifications and answered questions.

Councilman F. A. Bennett moved, seconded by Councilman R. C. Davis to hire Donald A. Dean Jr. as a police officer at a starting salary of $16,250.00.

Chief Pence presented the monthly police report and answered questions.

Councilwoman M. B. Fuller moved, seconded by Councilman W. E. Printz and carried to take a five minute recess.

Chief Pence was asked to meet with Angela Dean, Recreation Coordinator, regarding speeding at the park and they come up with some recommendations for the next meeting.

Chief Pence reported that there has been numerous complaints about the commuter parking behind the caboose. He put letters on the vehicles parked there asking the commuters to park on the lot on Spotswood Avenue. Mrs. Leap stated that this action has been very effective.

Chief Pence reported that the OSHA/VOSH 1910.1030 Bloodborne Pathogens Standard was issued to limit occupational exposure to blood and other potentially infectious material since any exposure could result in the transmission of bloodborne pathogens which could lead to disease or death. One of the standard's provisions is to have an exposure control plan implemented by August 1, 1992. this plan requires employers to identify, in writing, tasks and procedures as well as job classifications where occupational exposure to blood occurs. He reported that they will be attending a seminar on this in Harrisonburg and the police will be taking a series of three shots of the Hepatitis B Vaccine at a cost of $104.00 per officer.

Councilman R. L. Snow moved, seconded by Councilman T. R. Whitfield III and carried to accept the Finance Report for the month of June as presented.

Mrs. Leap reported that the auditors are working on the audit.

Councilman R. C. Davis moved, seconded by Councilman F. A. Bennett and carried to approve the First Reading to remove the asbestos at the fire hall and replace it with a single ply roof at a cost of $30,600.00.

It was suggested that the Finance Committee look into getting some other bids on the roof project.

Councilman Printz reported that they ran into some problems on the sidewalk in front of Benny King's business. There were some tanks which needed to be removed. The tanks have been removed and Mr. Lineberry says they hope to finish the sidewalk within about thirty days.

Councilman Printz reported that Mr. Lineberry has requested the town to send him plans on the crosswalks downtown and he will look into this.

Councilman Printz reported that the Streets and Sidewalk Committee will be meeting to revise and prioritize their list of projects.

Ms. Margaret McCauley has asked about landscaping between the green strips and the sidewalk. Mr. Printz was asked to call and get information on this.

Councilwoman M. B. Fuller moved, seconded by Councilman R. L. Snow and carried to appoint Councilman T. R. Whitfield III to serve as council's representative on the Planning Commission. Councilman Whitfield abstained from voting.

Mayor Dean reported that it will be necessary to appoint three new members to the Planning Commission. Calvin Shaffer has resigned and Ishmal Baugher and Christopher Davis' terms ended July 1, 1992. The following list of names was presented as people who would be willing to serve: John Adams, Hazel Crider, Virginia Gentry, Benny King, William Klahn, Wayne Weaver, Connie Weyrick and Tom Weyrick.

Mr. Joseph Correa stated he would like to endorse builders on the Planning Commission and would endorse Mr. King and Mr. Weaver.

Councilwoman M. B. Fuller moved, seconded by Councilman T. R. Whitfield III to appoint Connie Weyrick to serve on the Planning Commission. After some discussion Councilwoman Fuller withdrew her motion and Councilman Whitfield his second.

Councilman W. E. Printz moved, seconded by Councilman T. R. Whitfield III to appoint Connie Weyrick, John Adams and Hazel Crider to serve on the Planning Commission. The vote was recorded as follows:

Bennett	-	nay	Printz	-	yea
Davis	-	nay	Snow	-	nay
Fuller	-	nay	Whitfield	-	yea

Councilwoman M. B. Fuller moved, seconded by Councilman R. L. Snow to appoint John Adams, Connie Weyrick and Benny King to serve on the Planning Commission. The vote was recorded as follows:

Bennett	- nay	Printz	- nay
Davis	- nay	Snow	- yea
Fuller	- yea	Whitfield	- nay

Councilman F. A. Bennett moved, seconded by Councilman R. L. Snow to appoint John Adams, Wayne Weaver and Benny King to serve on the Planning Commission. the vote was recorded as follows:

Bennett	- yea	Printz	- nay
Davis	- nay	Snow	- yea
Fuller	- nay	Whitfield	- nay

Councilwoman M. B. Fuller moved, seconded by Councilman F. A. Bennett to appoint John Adams and Benny King to serve on the Planning Commission. The vote was recorded as follows:

Bennett	- yea	Printz	- nay
Davis	- yea	Snow	- nay
Fuller	- yea	Whitfield	- nay

Mayor - yea

Councilman F. A. Bennett moved, seconded by Councilman R. L. Snow to appoint Wayne Weaver to serve on the Planning Commission. The vote was recorded as follows:

Bennett	- yea	Printz	- nay
Davis	- nay	Snow	- yea
Fuller	- nay	Whitfield	- nay

Councilman R. C. Davis moved, seconded by Councilman W. E. Printz to appoint Tom Weyrick to serve on the Planning Commission. The vote was recorded as follows:

Bennett	- yea	Printz	- yea
Davis	- yea	Snow	- yea
Fuller	- nay	Whitfield	- nay

Councilman Whitfield reported that the float committee has come up with a theme "The Rhythm of Main Street" and they recommend that the Mayor and Council ride on this float. Float expenses to date total $141.90.

Councilwoman Fuller presented the following report from the Personnel Committee:

1. Personnel Committee has worked on and adopted an "Employee Performance Evaluation" form with one minor adjustment.

2. A new pay rate schedule for employees, with increases based on performance, was adopted by the Town as of July 1, 1992. The Personnel Committee asks the Department Heads/Personnel Committee to complete the first Employee Performance Evaluation by August 10, with proposals regarding any salary adjustments to be presented to Town Council on August 17, 1992.

3. The Personnel Committee set the following schedule of responsibilities for completion of Employee Evaluations:

   Department Heads/Personnel Committee will begin employee performance evaluations in January of each year. Evaluations will be based on the employee's performance during the preceding calendar year.

   Department Heads/Personnel Committee will complete employee performance evaluations by February 10 of each year.

Department Heads/Personnel Committee will complete individual review sessions regarding the performance evaluations with employees by the end of February of each year.

Department Heads/Personnel Committee will submit employee performance evaluations to the Personnel Committee/Town Council, respectively, for review by March 1 of each year.

4. The Personnel Committee will make recommendations to the Finance Committee regarding adjustments to employees' salaries by March 15th of each year.

5. Reported on a new parking policy for the Town Municipal Building during business hours of 8:00 a.m. to 4:00 p.m. There are eight parking spaces currently available in front of the building. The use of these spaces will be designated as follows: one for persons with disabilities, two for official Police Department vehicles and five for visitors conducting business in the Municipal Building. Employees and other town vehicles may use any of the remaining spaces. Letters will go to all employees informing them of this policy.

6. Personnel Committee has discussed town computer needs. Will need to meet with the departments, Mayor and Council to discuss their needs. The Personnel Committee has asked the chairman to research software packages for municipalities of our size. VML is sending some information on the Virginia Innovation Group but indications are that no comprehensive industry standard exists.

7. The Personnel Committee has discussed space limitations in the Municipal Building. It is the consensus of the Department Heads and the Committee that the current space is not sufficient but they have no recommendations at this point. Suggestions would be appreciated.

8. Joe Shifflett has been asked to build two suggestion boxes, one to be placed here in the Municipal Building and the other in the Maintenance Building.

9. The Treasurer's Office does provide administrative support. However, they do request that they receive the material at least twenty-four hours before it is needed.

10. The Personnel Committee is still working on the Personnel Management System.

Personnel Committee meetings were set for Tuesday, August 4, 1992 at 7:00 p.m. and Monday, August 10, 1992 at 7:00 p.m.

Councilman Bennett inquired into the suggestions from EPIC regarding trash receptacles, etc. in the park. Councilman Snow reported there are some additional cans there. The Ruritans have donated some picnic tables. Councilman Snow and Mr. Monger are looking at poles and water fountains.

Mr. Monger reported that the painting has been completed at the caboose but the carpet has not been installed.

Mayor Dean reported on a lady who has been quite upset that treated lumber was used in the Fort Stonewall facility. Mayor Dean stated he does not feel there is any danger and the EPA has found that the type of wood which was used in the project is acceptable.

A thank you note was read from Linda Life thanking the town for her plaque and the reception.

Mayor Dean reported on a letter from Patricia S. Ticer, Mayor of the City of Alexandria, Virginia. Alexandria is fighting to keep the new proposed Washington Redskins stadium from being built at Potomac Yard and is asking support from other municipalities by contacting their State delegation.

Councilman R. L. Snow moved, seconded by Councilwoman M. B. Fuller and carried to write a letter to our delegate supporting the City of Alexandria and that any council member wishing to sign the letter may do so.

As there was no further business, the meeting adjourned.

MAYOR: Charles E. Dean
Charles E. Dean, Mayor

RECORDER: Norma R. Leap
Norma R. Leap, Clerk