REGULAR
COUNCIL MEETING
May 26, 1992

The regular meeting of the ELkton Town Council was held May 26, 1992 at 8:10 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 and R. L. Snow. L. C. Life was absent. Dale Davenport, Attorney, Norma Leap, Clerk, Gerald Monger, Superintendent and Warren Pence, Chief of Police were also present.

Ms. Dottie L. Bowen, CMC, Deputy Clerk of the Rockingham County Board of Supervisors, was present and on behalf of the Virginia Municipal Clerks Association presented a plaque to Norma R. Leap, CMC/AAE, Clerk of the Town of Elkton. Mrs. Leap was honored by the VMCA as the 1992 Clerk of the Year. Ms. Bowen gave some background information on the criteria required to receive this award and stressed the importance of the town clerk's work.

Mr. Larry R. Baugher, Chairman of the Elkton Progressive Improvement Committee, presented council with a letter regarding their 6th. Annual Elkton Autumn Days Festival. The festival will be held on October 17-18, 1992. EPIC is requesting permission to close off a section of Henry Street and "B" Street from Ashby Avenue to Terrace Avenue. These are the same streets they have used each year with the exception of "A" Street which they do not plan to block off this year.

Mr. Baugher also presented a letter regarding "Fort Stonewall". Construction of this playground in Stonewall Memorial Park was started on May 2, 1992. They will be completing two phases, at a cost of approximately $20,000.00, by the end of June. This includes the landscape timbers and gravel. There are several improvements to the park that they would like to recommend or suggest to council. They feel these improvements would be beneficial to the people using the park, and also enhance the beauty of the park.

1. Install a water fountain.
2. Place benches around playground for parents.
3. Place trash containers around playground.
4. Install pole lights on the east and west side of the playground.

Mr. Baugher also stated that EPIC would like to thank Elkton's Maintenance and Police Department for their help and cooperation during the construction of the playground.

Mr. and Mrs. Gary Alexander were present regarding their request to have a pet grooming business at their home. They presented council with a "Criteria for Pet Grooming" which included the following seven items and summary:

1. Due to the nature of the business four to five pets is the most to be groomed in a business day. Requires 1½ to 2 hours per pet.
2. The grooming will be done by telephone appointment only. The owner of the pets will make an appointment several days in advance for maximum bookings of five pets per day. Some days there may not be any appointments and other days any number of bookings up to five.
3. The business will not require any additional additions or add-ons to the house. The existing screened in porch on the south east side of the house will be enclosed and grooming equipment set up. The room is 204 square feet with an adjoining fenced area of 384 square feet.
4. There is ample parking for customers in the existing driveway. The customers will only be spending five to ten minutes dropping their pets off and picking up their pets, one customer at a time due to the appointment scheduling.
5. All customers will enter the business from Terrace Avenue. No additional traffic burden will be seen as Terrace is now

a thoroughfare for people going and coming from the park, the school, as well as commuters from 340 via Shenandoah to cut across on Terrace Avenue to commute on Business 33 West. There will be no customers using the alley behind the house to enter the business.

6. There are three access doors to the business. Thru the garage, the front door of the house, or the rear door of the enclosed porch.

7. There will be no pets boarded overnight nor any type of kennels set up for boarding pets. The intention is not to board any pets.

In summary no more traffic flow will be seen or experienced due to this business. The alley will not be used for access to the business. No pets will be boarded overnight. No pets will be allowed to run loose. Pets will be confined to the drying cages, grooming area, and fenced area. Due to input the Alexanders have received from members of the community the town needs and supports a business of this nature.

Mr. Alexander stated that the Planning Commission had approved this request with stipulations to include Items 3,4,5 and 7.

Councilman F. A. Bennett moved, seconded by Councilwoman M. B. Fuller and carried to approve the minutes of the Regular Meeting April 20, 1992 and the Public Hearing April 27, 1992 as presented.

Mr. Monger stated he had no written report. He reported for Councilwoman Life that Hensley Paint and Wallpaper has donated the paint for the caboose. This project should be completed by the end of June.

Chief Pence reported he had nothing other than the monthly police report.

Councilman Printz asked Chief Pence what locations are now available for young people to congregate, sit and talk and where would the police like for them to do this. Chief Pence stated that anywhere that is open to the public is available. Businesses that do not allow parking after business hours is off limits and the police department is required by law to enforce this. People are removed from public parking areas only when there are complaints of loud noises, littering, etc.

Councilwoman Fuller stated that Bill McDonald asked her to convey to Chief Pence and the rest of the police department his compliments for the way an uncomfortable situation at the Country Inn was handled. He was very complimentary of the job that was done.

Councilwoman Fuller stated she also happened to be present in an emergency situation where a police officer was present and also members of the Elkton Fire Company and the Elkton Emergency Squad. Every member of each organization did an excellent job.

Chief Pence reported that the new video is installed in the police car and has been used on a couple of occasions.

Councilman R. L. Snow moved, seconded by Councilman F. A. Bennett and carried to approve the Finance Report for the month of April 1992.

Councilman R. L. Snow presented the First Reading on the proposed 1992-1993 Budget. The new budget will include a $2.75 per household increase in garbage rates and an increase in the water rates.

A Public Hearing on the proposed budget was set for June 15, 1992 at 7:30 p.m.

Councilman Davis reported that the Elkton Volunteer Fire Company will hold their annual carnival June 9-13 at their carnival grounds and would like the town to donate the electricity for the month of June.

Councilman W. E. Printz moved, seconded by Councilman R. L. Snow and carried to donate the electricity for the annual fireman's carnival.

Councilman Printz stated that he has not had a committee meeting. He reported that the contract has been awarded by the State on the sidewalk on Spotswood Trail. They hope to get the State to work on our project first.

Councilman W. E. Printz moved, seconded by Councilwoman M. B. Fuller and carried to support EPIC by closing off a section of Henry Street and "B" Street from Ashby Avenue to Terrace Avenue on October 17-18, 1992.

Mayor Dean reported that the letter from EPIC suggesting park improvements will be referred to the proper committees. Councilman Snow stated that this should go to the Recreation Commission first for their review and recommendations.

Councilwoman Fuller suggested council consider forming a Citizen's Advisory Committee on the park. The reason for this is that, according to Mr. Monger, there are lots of folks who would like to donate trees, park benches, trash receptacles, etc. but there is no overall plan for doing this so the town has not been able to accept these donations. There are also citizens groups who have an interest in the park and its development. Councilwoman Fuller stated she feels it might be to the town's advantage to form this committee.

Councilman Snow reported that there is presently a nine member commission made up of people in and out of town. He would recommend that if anyone is interested in helping, have suggestions or donations they attend the monthly meetings and make it known to the commission.

Mr. Monger reported that the Planning Commission recommended the approval of the request by Gary and Cindy Alexander for a pet grooming business with the stipulations of 3,4,5 and 7.

Councilman F. A. Bennett moved, seconded by Councilman W. E. Printz to grant this request by the Alexanders under the provisions set forth and recommended by the Planning Commission.

There was some discussion regarding the area that is presently screened and is to be enclosed. Councilwoman Fuller felt this area should be enclosed prior to allowing the grooming or keeping of animals since the noise might disturb the adjoining neighbors. Mr. Alexander stated they do plan to have this area enclosed by September.

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

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

Councilman W. E. Printz moved, seconded by Councilwoman M. B. Fuller that council accept the proposal from Mr. and Mrs. Alexander on the Pet Grooming Business with the stipulations added by the Planning Commission and the addition of a thirty (30) day limitation on enclosing the porch for that business. The vote was recorded as follows:

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

Mr. Monger reported that the Planning Commission recommended the approval of the request by Mr. Tim Haden to subdivide property within the Town of Elkton. Said property is described on tax list as acreage parcel, Lot 56, Rockingham County, section insert Map 131B1. This property will be divided into two parcels, with parcel Number 1 containing .754 acres and parcel Number 2 containing 1.050 acres.

Councilman R. L. Snow moved, seconded by Councilman W. E. Printz to grant the request by Mr. Tim Haden to subdivide the property described as Lot 56, Rockingham County, section insert Map 131B1.

Councilman Bennett asked if there was a stipulation in the contract between McDonald's and the owner that the land had to be subdivided before they would sign the contract. Mr. Monger stated he had never seen the contract. Mr. Davenport stated that generally these contracts have provisions covering subdivision, land use, etc. Mayor Dean stated, in answer to Councilman Bennett's question, that if council votes to subdivide the land, it would remain subdivided even if McDonald's backs out of the contract.

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

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

There was a discussion regarding the proposed changes in the zoning ordinances. Mr. Monger stated the major changes would be in lot sizes. Council felt they needed more time to review these changes before taking any action.

Mayor Dean reported that council will need to appoint some new members to the Planning Commission at the next meeting. He asked if anyone has any suggestions to please contact him.

Councilman Bennett reported that the Water and Sewer Committee will be meeting and have some recommendations for the next meeting.

Councilwoman Fuller reported that at the last Personnel Committee meeting there was some question as to when the Town of Elkton Employee Handbook was to go into effect. It was the feeling of the Personnel Committee that it is in effect in everything that is advantages to the employee, except the life insurance. The disciplinary procedures will not become effective until the employee orientation session is held. The time of pay change will also become effective after the orientation session.

Councilwoman Fuller reported on the printing of the handbook. The cost for thirty copies will be $331.70. Council was in agreement to go ahead with this printing.

The Personnel Committee had hoped to meet prior to council on the pay rate schedule but did not get to do so. The committee is recommending adoption of the schedule but is willing to hold off until the next meeting to give council members more time to look over the schedule and asked questions.

The Personnel Committee will need to set a time for the Orientation Session. Councilman Printz reported that last year the committee had a pizza party for the employees and suggested something on this order for the Orientation Session.

The Personnel Committe is working on another document called the Personnel Management System. They hope to have it ready for adoption within a month or so.

Mr. Monger reported that he has not heard anything recently from Mr. Strider on the planning grant.

Councilwoman Fuller stated that on behalf of EDRC she would like to thank the town, especially the Maintenance Department, Gerald Monger and Joe Shifflett, for all their help on the Yard and Sidewalk Sale. She also thanked the Elkton Police Department for their help.

Councilwoman Fuller reported that the EDRC Search Committee for a Project Manager plans to make a recommendation to the Board of Directors on the hiring of a manager on Tuesday evening.

Councilwoman Fuller reported that there is going to be a Training Session for the Project Managers in Richmond on June 9, 10 and 11 at the Berkeley Hotel. She would like to see a representative from the town attend this session along with EDRC members and the Project Manager.

Councilwoman Fuller reported that sometime soon EDRC will need to ask the town for the $25,000.00 grant.

Mr. Monger introduced Mr. Joe Shifflett and his wife Jeannette. Mr. Shifflett is now working in Mr. Monger's office.

Mayor Dean reported that there is a request from the Jr. Order to place a float in their Field Day Parade on August 14, 1992 at 6:00 p.m.

Mrs. Katie Whitfield stated that she, Jeanette Shifflett and Alda Powell will volunteer to help with the float.

Councilman R. L. Snow moved, seconded by Councilwoman M. B. Fuller and carried to spend up to $400.00 on a town float.

Mrs. Norma Leap and Mr. Tom Whitfield were appointed as coordinators for the float.

Councilman Snow reported that the Recreation Commission will meet June 2nd. at 7:30 p.m. in the Recreation Coordinator's office.

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