REGULAR
COUNCIL MEETING
June 21, 1993

The regular meeting of the Elkton Town Council was held June 21, 1993 at 7:55 p.m. in the council chambers with the Mayor Charles E. Dean presiding. The roll call is recorded as follows:

PRESENT

F. A. Bennett
R. C. Davis
M. B. Fuller
W. E. Printz
R. L. Snow
T. R. Whitfield III

Robert F. Keefer, Attorney, Norma Leap, Clerk, Gerald Monger, Superintendent and Warren Pence, Chief of Police were also present.

Mr. Vernon Shifflett, representative from the VFW Gooden Brothers Post 9292, was present regarding repairs needed on the memorial in the park. He requested that the town repair the flag pole and install lights. The VFW will furnish the flag. They also plan to update the plaque and install a Veterans of Foreign War symbol. Mayor Dean stated he feels sure the town can take care of this problem.

MINUTES

A motion was presented by Councilman R. L. Snow, seconded by Councilwoman M. B. Fuller and carried unanimously to approve the minutes of the Regular Meeting May 17, 1993, Public Hearing June 10, 1993, Special Meeting June 10, 1993 and Special Meeting June 17, 1993 with the following insert: 'Mrs. Leap noted that if the utility deposits had been raised in 1986 to $150. and $200. as they are now, it would have saved the town $5,231.28'.

DEPARTMENT HEAD REPORTS

Chief of Police

Chief Warren Pence presented the monthly police report.

Town Superintendent

Mr. Monger reported that he has a request for a Special Exception Permit application from the Valley of Life Church. They would like to have a church in the existing building at 330 W. Washington Avenue. Plans are to advertise this week and have the Public Hearing before the next council meeting.

Mr. Monger reported that he has received a request from Janet and Harold Shifflett to be accessed to the Town of Elkton's water and sewer facilities. They do not live within the town limits but are located only 80 to 100 feet from the town facilities.

Treasurer

A motion was presented by Councilman R. L. Snow, seconded by Councilman R. C. Davis and carried unanimously to approve the Finance Report for the month of May.

A motion was presented by Councilman R. L. Snow, seconded by Councilwoman M. B. Fuller and carried unanimously to approve the following First Reading on the 1992-1993 Budget Transfers and Appropriations:

GENERAL GOVERNMENT

Transfer	246.50	from	AUTO TAGS	to	ADS
Transfer	300.00	from	REPAIRS-EQUIP.	to	LEGAL
Transfer	100.00	from	REPAIRS-EQUIP.	to	AUDIT
Transfer	600.00	from	REPAIRS-PROPERTY	to	MISC.
Transfer	250.00	from	ORDINANCES	to	TELEPHONE

RECREATIONS

Transfer	150.00	from	MEETINGS	to	WAGES
Transfer	400.00	from	OFFICE EQUIP.	to	TELEPHONE
Transfer	100.00	from	ADS	to	LEGAL
Transfer	100.00	from	MEETINGS	to	LEGAL
Transfer	100.00	from	RETIREMENT	to	LEGAL
Transfer	110.00	from	RETIREMENT	to	AUDIT
Transfer	1500.00	from	UTILITIES	to	SUPPLIES
Transfer	100.00	from	INSURANCE	to	SUPPLIES
Transfer	700.00	from	REPAIRS-PROP.	to	SUPPLIES
Transfer	200.00	from	PAYROLL TAXES	to	SUPPLIES
Transfer	1500.00	from	PARK UPKEEP	to	SUPPLIES

PUBLIC SAFETY

Transfer	185.00	from	WAGES	to	ADS
Transfer	400.00	from	WAGES	to	UTILITIES
Transfer	270.00	from	WAGES	to	LEGAL
Transfer	110.00	from	WAGES	to	AUDIT
Transfer	100.00	from	WAGES	to	TELEPHONE
Transfer	232.00	from	WAGES	to	NEW VEHICLE
Transfer	700.00	from	WAGES	to	INSURANCE
Transfer	800.00	from	MISC.	to	INSURANCE
Transfer	200.00	from	MISC.	to	SUPPLIES
Transfer	100.00	from	MEETINGS	to	SUPPLIES
Transfer	500.00	from	REPAIRS-EQUIP.	to	SUPPLIES
Transfer	2000.00	from	REPAIRS-PROP.	to	SUPPLIES
Transfer	500.00	from	OFFICE EQUIP.	to	SUPPLIES
Transfer	1000.00	from	RETIREMENT	to	SUPPLIES
Transfer	500.00	from	VEHICLE MAINT.	to	SUPPLIES
Transfer	1000.00	from	UNIFORMS	to	SUPPLIES

STREET MAINTENANCE

Transfer	1200.00	from	SUPPLIES	to	INSURANCE
Transfer	250.00	from	SUPPLIES	to	LEGAL
Transfer	110.00	from	SUPPLIES	to	AUDIT
Transfer	6500.00	from	SUPPLIES	to	MISC.
Transfer	425.00	from	SUPPLIES	to	REPAIRS-EQUIP.
Transfer	60.00	from	SUPPLIES	to	TELEPHONE
Transfer	2050.00	from	SUPPLIES	to	PAYROLL TAXES
Transfer	695.00	from	SUPPLIES	to	RETIREMENT
Transfer	88.00	from	SUPPLIES	to	VEHICLE MAINT.
Transfer	4600.00	from	SUPPLIES	to	WAGES
Transfer	500.00	from	OFFICE EQUIP.	to	WAGES
Transfer	3000.00	from	REPAIRS-PROP.	to	WAGES
Transfer	500.00	from	UTILITIES	to	WAGES
Transfer	400.00	from	MEETINGS	to	WAGES

STREETS

Transfer	2000.00	from	UTILITIES	to	SUPPLIES
Transfer	300.00	from	WAGES	to	INSURANCE
Transfer	200.00	from	WAGES	to	REPAIRS-EQUIP.
Transfer	10.00	from	WAGES	to	TELEPHONE
Transfer	1010.00	from	NEW VEHICLES	to	SUPPLIES

STREET MAINTENANCE

Additional Appropriations	11,800.00	to	WAGES

GARBAGE

Transfer	250.00	from	UTILITIES	to	LEGAL
Transfer	110.00	from	UTILITIES	to	AUDIT
Transfer	40.00	from	UTILITIES	to	TELEPHONE
Transfer	1000.00	from	INSURANCE	to	MISC.
Transfer	2000.00	from	REPAIRS-PROP.	to	PRIVATE HAULER
Transfer	1000.00	from	WAGES	to	SUPPLIES
Transfer	500.00	from	OFFICE EQUIP.	to	SUPPLIES
Transfer	740.00	from	REPAIRS-EQUIP.	to	NEW VEHICLE
Transfer	75.00	from	REPAIRS-EQUIP.	to	PAYROLL TAXES

ELECTRIC

Transfer	12000.00	from	SUPPLIES	to	REPAIRS-EQUIP.
Transfer	1000.00	from	NEW VEHICLES	to	REPAIRS-EQUIP.
Transfer	1000.00	from	REPAIRS-PROP.	to	INSURANCE
Transfer	325.00	from	REPAIRS-PROP.	to	PAYROLL TAXES
Transfer	250.00	from	REPAIRS-PROP.	to	LEGAL
Transfer	110.00	from	REPAIRS-PROP.	to	AUDIT
Transfer	50.00	from	WAGES	to	ADS
Transfer	100.00	from	WAGES	to	MEETINGS
Transfer	50.00	from	WAGES	to	TELEPHONE

WATER

Transfer	1400.00	from	WAGES	to	INSURANCE
Transfer	300.00	from	MEETINGS	to	INSURANCE
Transfer	1000.00	from	REPAIRS-PROP.	to	MISC.
Transfer	800.00	from	REPAIRS-PROP.	to	REPAIRS-EQUIP.
Transfer	50.00	from	OFFICE EQUIP.	to	ADS
Transfer	250.00	from	OFFICE EQUIP.	to	LEGAL
Transfer	110.00	from	OFFICE EQUIP.	to	AUDIT
Transfer	90.00	from	OFFICE EQUIP.	to	TELEPHONE

SEWER

Transfer	2500.00	from	INSURANCE	to	MISC.
Transfer	1000.00	from	UTILITIES	to	MISC.
Transfer	200.00	from	WAGES	to	ADS
Transfer	250.00	from	WAGES	to	LEGAL
Transfer	110.00	from	WAGES	to	AUDIT
Transfer	150.00	from	MEETINGS	to	PAYROLL TAXES

COMMITTEE REPORTS

Personnel Committee

Councilwoman Fuller reported that the Personnel Committee has held two meetings and reviewed the town's employment application form. New application forms have been ordered and have arrived. They are currently available from Mrs. Leap, Personnel Officer.

The committee has been updating job descriptions for existing town employees and plan to present them to council for approval at the next council meeting.

The committee has developed the following tentative schedule with respect to the new position of town manager:

1. No later than July 19th, or sooner if possible, to have a job description in place and to seek council's approval of the job description.
2. Upon approval to advertise the position and interview for it so that the town manager will be able to come on board September 1st. This is the earliest the committee feels they could realistically expect to have a manager in place and it may be later than September 1st.

Councilwoman Fuller stated that they have scheduled a short Personnel Committee meeting this evening right after the council meeting.

Public Health, Ordinances & Recreation Committee

Councilman Whitfield reported that the Planning Commission attempted to meet on Monday, June 14th, however lack of a quorum prevented any business discussion. The next meeting is scheduled for Monday, July 12th.

The Public Health, Ordinances & Recreation Committee met on Wednesday, June 9th. It is the recommendation of this committee that the Elkton Town Council instruct the Elkton Planning Commission to discuss and evaluate the possible need for an ordinance pertaining to large oversized vehicles which are parked for considerable periods of time within the town limits.

Streets and Sidewalks Committee

Councilman Printz reported that he and Councilwoman Fuller had met to review where they stand regarding streets and sidewalks in the town. Basically it was the same items they have been discussing for awhile.

Mr. Monger reported that there was to be a delegation from E. Rockingham Street attending the council meeting tonight. However, Mr. Monger told them the town would order some oversized "25 Mile Speed Limit' signs and some "No Thru Trucks' signs. These signs arrived today and they will be installing them on E. Rockingham Street.

Mayor Dean reported that the police department has also talked with these citizens and have been working radar in that area.

Water & Sewer Committee

Councilman Bennett questioned if the water and sewer rate increases have to be increased in conjunction with the budget or can they be increased at a later date?

Mayor Dean stated that they can be increased at a later date but these increases are built into the budget for the year.

Councilman Bennett stated that they found out they need to figure another month or two before coming up with a suggested rate.

UNFINISHED BUSINESS

A motion was presented by Councilman R. L. Snow and seconded by Councilwoman M. B. Fuller to approve on Second Reading the 1993-94 Budget as printed in the minutes of the Regular Council Meeting May 17, 1993. The vote was recorded as follows:

YEAS: F. A. Bennett, R. C. Davis, M. B. Fuller, R. L. Snow and T. R. Whitfield III

NAYS: W. E. Printz

A motion was presented by Councilman T. R. Whitfield III and seconded by Councilwoman M. B. Fuller to approve on Second Reading an ordinance to amend Section 8-1-1 and Section 8-1-2, Article A, Chapter 1, of Title 8, of the Code of Ordinances of the Town of Elkton, Va. dealing with DUI's and an ordinance amending Section 7-1-39 dealing with Precious Metals Dealers. Copies of these ordinances are attached to the May 17, 1993 minutes. The vote was recorded as follows:

YEAS: F. A. Bennett, R. C. Davis, M. B. Fuller, W. E. Printz, R. L. Snow and T. R. Whitfield III

Council decided to postpone action on the GTE Franchise bid until next week when Mr. Davenport will be here.

Councilman Bennett asked Supervisor Joseph Correa to report on the Newtown Road Project.

Supervisor Correa reported that the county has included $50,000.00 in their budget for fiscal year 1993-94 for this project. Council expressed their appreciation to Supervisor Correa for his help on this project.

Mayor Dean stated council would appreciate any help the county could give the town on cleaning up the river bank at the old dump. Supervisor Correa stated the county staff is working to try to find any opportunities that might exist from the state for these kinds of clean up.

Supervisor Correa thanked Councilman Bennett for working with him. He feels it is a good step in the right direction for cooperation between town and county.

Councilman Bennett expressed his appreciation to Supervisor Correa and Mr. Monger for their hard work on this project and agrees that it is a good step toward working together.

Councilwoman Fuller asked Chief Pence what the status is on the request from Mrs. Merica to install 'Children at Play' signs and if he has talked with Mrs. Merica regarding this request. Chief Pence reported that the town cannot utilize 'Children at Play' signs and he has not talked with Mrs. Merica about this particular matter as yet.

Councilwoman Fuller asked if it might help to put up the oversized speed limit signs in this area also?

Mayor Dean asked if any work has been done on the handicapped parking facilities? Mr. Monger stated he is still working on this.

NEW BUSINESS

A motion was presented by Councilman R. L. Snow and seconded by Councilwoman M. B. Fuller to approve the First Reading on the 1993-94 Budget Appropriations. A copy is attached to the minutes. The vote was recorded as follows:

YEAS: F. A. Bennett, R. C. Davis, M. B. Fuller, W. E. Printz, R. L. Snow and T. R. Whitfield III

The request from Mr. Vernon Shifflett was referred to the Recreation Committee. Councilman Whitfield and Mr. Monger were asked to work with Mr. Shifflett on this.

Councilman F. A. Bennett moved, seconded by Councilman W. E. Printz and carried that the town allow Janet and Harold Shifflett to hook onto the water and sewer under the appropriate guidelines set forth by the town and any cost to run their lines to the town's existing lines will be incurred by them and according to the town's specifications.

Councilwoman Fuller suggested council have another work session on capital items.

A council work session was set for Tuesday, June 29, 1993 at 7:00 p.m. with a Special Meeting to follow the work session at 8:00 p.m. The following items will be discussed at the Special Meeting:

1. Second Reading on 1992-93 Budget Transfers and Additional Appropriations
2. Second Reading 1993-94 Budget Appropriations
3. Water, Sewer and Garbage rate increases
4. Telephone Franchise

Councilman Printz commented on the sewer line on Prospect Avenue which has been stopped up again. Mr. Monger reported that they have opened this line. Councilman Printz suggested council needs to consider this problem when voting to add additional apartments to this line.

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

DISBURSEMENTS

GENERAL GOVERNMENT

	1992-1993	1993-1994	CHANGES
WAGES	16,688	17,400	
ADS	250	250	
AUTO TAGS	750	750	
MEETINGS	950	1,000	
UTILITIES	1,560	1,600	
INSURANCE	2,900	2,900	
LEGAL	1,100	1,500	
AUDIT	1,100	1,150	
MISCELLANEOUS	3,300	5,000	
REPAIRS-EQUIPMENT	1,000	1,000	
REPAIRS-PROPERTY	2,000	2,000	
SUPPLIES & EQUIPMENT	2,500	3,350	
TELEPHONE	150	400	
OFFICE EQUIPMENT	500	2,000	
PAYROLL TAXES	1,225	1,300	
RETIREMENT	650	650	
SINKING FUND	1,200	1,200	
ORDINANCES	1,000	10,000	
ZONING & PLANNING EXP.	1,500	2,000	
ANNEXATION STUDY	4,400		
COMPREHENSIVE PLAN	6,000	4,000	
EXPANSION-COMPUTER SYS.	5,000	6,800	
EAUS	2,000	2,000	
HISTORICAL SOCIETY	5,000	5,000	
EDRC	25,000	25,000	
LIBRARY		500	
TOTAL	87,723	98,750	

DISBURSEMENTS

RECREATION

	1992-1993	1993-1994	CHANGES
WAGES	25,000	26,400	
ADS	360	350	
MEETINGS	950	1,000	
UTILITIES	7,000	5,500	
INSURANCE	5,606	5,000	
LEGAL	1,100	1,500	
AUDIT	1,100	1,150	
MISCELLANEOUS	11,250	5,000	
REPAIRS-EQUIPMENT	1,100	1,200	
REPAIRS-PROPERTY	3,500	11,000	
SUP.,EQUIP.,PROGRAMS	15,800	24,000	
TELEPHONE	550	1,100	
OFFICE EQUIPMENT	400	1,000	
PAYROLL TAXES	2,110	2,000	
RETIREMENT	1,180	1,050	
VEHICLE MAINTENANCE	150	150	
NEW VEHICLE		1,700	
PARK UPKEEP	1,500		
TOTAL	78,656	89,100	

DISBURSEMENTS

PUBLIC SAFETY

	1992-1993	1993-1994	CHANGES
WAGES	161,000	167,500	
ADS	100	150	
MEETINGS	1,000	1,000	
UTILITIES	7,000	8,200	
INSURANCE	28,000	32,000	
LEGAL	1,100	1,500	
AUDIT	1,100	1,150	
MISCELLANEOUS	5,000	4,000	
REPAIRS-EQUIPMENT	3,000	3,000	
REPAIRS-PROPERTY	2,000	2,000	
SUPPLIES & EQUIPMENT	3,500	4,500	
TELEPHONE	2,000	2,200	
OFFICE EQUIPMENT	500	500	
PAYROLL TAXES	12,200	13,500	
RETIREMENT	7,000	17,150	
JAIL FEES	400	400	
VEHICLE MAINTENANCE	6,500	6,000	
UNIFORMS	2,500	2,500	
NEW VEHICLE	14,000		
FIRE COMPANY GASOLINE	2,000	1,500	
RESCUE SQUAD GASOLINE	1,000	1,500	
CHANGES SERVICE EQUIP.		3,000	
TOTAL	260,900	273,250	

DISBURSEMENTS

STREETS-HIGHWAY MAINT.

	1992-1993	1993-1994	CHANGES
WAGES	36,202	66,700	
ADS	50	50	
MEETINGS	950	1,000	
UTILITIES	1,000	800	
INSURANCE	7,400	9,000	
LEGAL	1,100	1,500	
AUDIT	1,100	1,150	
MISCELLANEOUS	14,000	14,000	
REPAIRS-EQUIPMENT	1,600	2,800	
REPAIRS-PROPERTY	3,000	2,000	
SUPPLIES & EQUIPMENT	74,940	36,180	
TELEPHONE	385	450	
OFFICE EQUIPMENT	500	500	
PAYROLL TAXES	2,300	5,300	
RETIREMENT	1,303	2,700	
NEW VEHICLE		1,700	
TOTAL	145,830	145,830	

DISBURSEMENTS

STREETS

	1992-1993	1993-1994	CHANGES
WAGES	5,616	5,616	
UTILITIES	11,000	10,000	
INSURANCE	565	925	
AUDIT	300	325	
MISCELLANEOUS	1,070	1,000	
REPAIRS-EQUIPMENT	600	1,000	
SUPPLIES & EQUIPMENT	600	1,500	
PAYROLL TAXES	415	415	
RETIREMENT	250	250	
VEHICLE MAINTENANCE	1,050	1,050	
NEW VEHICLE	1,750		
TOTAL	23,216	22,081	

DISBURSEMENTS

GARBAGE

	1992-1993	1993-1994	CHANGES
WAGES	25,295	26,350	
ADS	100	100	
MEETINGS	855	1,000	
UTILITIES	1,100	800	
INSURANCE	6,000	5,400	
LEGAL	1,100	1,500	
AUDIT	1,100	1,150	
MISCELLANEOUS	1,050	2,500	
REPAIRS-EQUIPMENT	1,600	1,600	
REPAIRS-PROPERTY	2,000	2,000	
SUPPLIES & EQUIPMENT	2,500	3,000	
TELEPHONE	400	450	
OFFICE EQUIPMENT	500	500	
PAYROLL TAXES	1,750	2,000	
RETIREMENT	1,200	1,050	
VEHICLE MAINTENANCE	250	250	
PRIVATE HAULER	76,618	81,500	
NEW VEHICLE		1,700	
TOTAL	123,418	132,850	

DISBURSEMENTS

ELECTRIC

	1992-1993	1993-1994	CHANGES
WAGES	56,816	53,700	
ADS	50	50	
MEETINGS	950	1,000	
INSURANCE	12,500	14,025	
LEGAL	1,100	1,500	
AUDIT	1,100	1,150	
MISCELLANEOUS	2,500	2,500	
REPAIRS-EQUIPMENT	2,000	8,000	
REPAIRS-PROPERTY	2,000	2,000	
SUPPLIES & EQUIPMENT	40,000	40,000	
TELEPHONE	450	500	
OFFICE EQUIPMENT	500	500	
PAYROLL TAXES	3,575	4,300	
RETIREMENT	2,050	2,125	
VEHICLE MAINTENANCE	4,000	4,000	
POWER PURCHASED	818,000	865,000	
TECHNICAL SERVICES	5,000	5,000	
SINKING FUND	6,000	6,000	
NEW VEHICLE	1,750	1,700	
TOTAL	960,341	1,013,050	

DISBURSEMENTS

WATER

	1992-1993	1993-1994	CHANGES
WAGES	52,100	52,650	
ADS	50	50	
MEETINGS	950	1,000	
UTILITIES	11,000	12,000	
INSURANCE	12,500	14,700	
LEGAL	1,100	1,500	
AUDIT	1,100	1,150	
MISCELLANEOUS	3,400	5,000	
REPAIRS-EQUIPMENT	2,500	3,000	
REPAIRS-PROPERTY	9,000	2,000	
SUPPLIES & EQUIPMENT	20,000	20,000	
TELEPHONE	420	500	
OFFICE EQUIPMENT	500	500	
PAYROLL TAXES	3,900	4,500	
RETIREMENT	2,300	1,862	
VEHICLE MAINTENANCE	2,000	2,000	
SINKING FUND	6,000	6,000	
NEW VEHICLE	1,750	1,700	
ROYALTIES	1,500	1,500	
TOTAL	132,070	131,612	

DISBURSEMENTS

SEWER

	1992-1993	1993-1994	CHANGES
WAGES	68,671	70,200	
ADS	50	50	
MEETINGS	950	1,000	
UTILITIES	18,500	18,500	
INSURANCE	18,500	14,700	
LEGAL	1,100	1,500	
AUDIT	1,100	1,150	
MISCELLANEOUS	2,500	3,000	
REPAIRS-EQUIPMENT	8,000	9,500	
REPAIRS-PROPERTY	2,000	2,000	
SUPPLIES & EQUIPMENT	20,000	20,000	
TELEPHONE	800	800	
OFFICE EQUIPMENT	500	500	
PAYROLL TAXES	5,000	6,250	
RETIREMENT	2,900	2,537	
VEHICLE MAINTENANCE	2,000	2,000	
TECHNICAL SERVICES	500	500	
SINKING FUND	6,260	6,260	
NEW VEHICLE	1,750	1,700	
FMHA LOAN	17,676	17,676	
TOTAL	178,757	179,823	

TOTAL ALL DEPARTMENTS	1,990,911	2,086,346	