# REGULAR
# COUNCIL MEETING
# January 15, 1996

The regular meeting of the Elkton Town Council was held January 15, 1996 at 7:30 p.m. in the council chambers with the Mayor Charles E. Dean presiding. The roll call is recorded as follows:

PRESENT

F. A. Bennett
D. H. Dail
M. B. Fuller
R. L. Snow
W. E. Printz
T. R. Whitfield III

Ted Costin, Manager, Dale Davenport, Attorney, Norma Leap, Clerk, Gerald Monger, Superintendent, Theodore Pence, Director of Parks and Recreation, Robert Marshall, Sergeant, and Joseph Shifflett, Director of Public Works were also present.

## PRESENTATIONS

EDRC Quarterly Report

Marsha Deavers, Program Manager, distributed copies of the EDRC Quarterly Report to council members and briefly reviewed the report. Some of the things accomplished this quarter were picked up litter on the landscaping project; third phase of the landscaping project was completed; one rehab was completed; worked on ISTEA Grant; held the first Small Business Seminar ; the Economic Restructuring Committee toured the Miller-Kite house and Miss Mary E. Kite's Civil War collection to determine how these assets can be used to market Elkton for tourism; one new business opened; helped coordinate a donation to the Public Library of twenty new books; Halloween Who Do, Home Town Christmas and Breakfast with Santa Claus.

Mrs. Deavers commended Joseph Shifflett and his staff on the good job they did during the snow storm.

## MINUTES

Councilman R. L. Snow moved, seconded by Councilman W. E. Printz and carried to approve the minutes of the Regular Meeting December 18, 1995 as presented.

## DEPARTMENT HEAD REPORTS

Chief of Police

Sergeant Marshall was present to answer any questions council had on the written report. He also thanked Joseph Shifflett, Gerald Monger and their staff for the good job they did during the snow.

Director of Parks and Recreation

Mr. Pence reported he had nothing other than his written report.

Director of Public Works

Mr. Shifflett reported that due to the weather situation, his written report is short. The snow has been the main issue. He noted that the staff worked as a team during this storm and he was very appreciative. He also stated that Mr. Costin was out working with them the whole time.

Councilwoman Fuller also commended Mr. Shifflett, Mr. Monger and all the staff on the good job they did during the snow storm.

Councilman Printz questioned what the town's policy is on plowing the alleys during the snow if the alley is important for access for fuel tankers and emergencies?

Mr. Shifflett stated this is based on if it is an emergency. Mr. Shifflett noted that they were in contact with the fuel companies and if, in his opinion, the fuel tanks could not be reached by the fuel company then the Town would open the alley. They also worked with the Fire Company and Emergency Squads if there was an emergency situation.

Superintendent

Mr. Monger reported he had nothing other than his written report.

Mayor Dean questioned when they would finish the electrical work in the Municipal Building? Mr. Monger stated it was put on hold during the storm, however he doesn't think it will take much longer.

Treasurer

Councilman R. L. Snow moved, seconded by Councilwoman M. B. Fuller and carried to approve the Finance Report for the month of December.

**TOWN MANAGER**

Mr. Costin stated he would like Mr. Shifflett to mention everyone on staff that were out pushing snow. Mr. Shifflett reported that they were Donnie Sipe, Kenneth Hammer, Heath Myers, Arnold Dean, Owen Shifflett, Gregory Roach, Joseph Shifflett, Gerald Monger, Ted Costin and Mark Dofflemyer.

Mr. Costin stated he has never worked in that long a pressurized environment without somebody snapping and no one snapped. It was the easiest going group of guys throughout the entire time. He commended them for the excellent job they did and also for their attitudes. He also pointed out how appreciative and thoughtful the people in town were. They provided food and snacks to the workers. The Town utilized about three or four contractors and some extra help. We only had one piece of equipment go out and that was a contracted piece of equipment. The bucket truck went out last Friday but it was repaired within about eight hours.

Mr. Costin highlighted in his report the section on the BPOL Tax which includes updated information from the General Assembly.

Mr. Costin reported that Councilman Printz called him with some questions pertaining to some exemptions in the ordinance. In reviewing this and working with Mr. Davenport and Mrs. Leap, we have added five sections to the ordinance that are those consumer protection language/exemption language from those existing sections (Sec. 7-1-29 through 7-1-33).

**COMMITTEE REPORTS**

Finance Committee

Councilman Snow reported that the Finance Committee had a meeting with a representative from the Town of Vienna, Mr. Phil Grant, who presented some investment strategies. The committee will be meeting to discuss this further.

Personnel Committee

Councilwoman Fuller reported that the Personnel Committee met and worked on changes to the handbook. The changes are about completed. They are now waiting on some type of comparative form so council can review and compare the changes. Once this is done, the committee will meet again and get it to council for their review prior to adoption.

Streets and Sidewalks Committee

Councilman Printz questioned where we stand on the Blue Ridge Radio & TV problem? Mr. Costin reported that he has talked with Mr. Shifflett about this on at least two occasions recently and the contractors are the hold up. Councilman Printz requested that Mr. Costin call Mr. and Mrs. Billhimer and inform them what is going on and discuss the situation with them. Mr. Costin stated he will call them to discuss the situation.

**OLD BUSINESS**

**Amendment of Ordinance regarding Cut Off Notice (Second Reading)**

Councilman F. A. Bennett moved, seconded by Councilwoman M. B. Fuller to approve on Second Reading the amendment to Sec. 5-4-9(b) of the Code of Ordinances of the Town of Elkton. A copy of this ordinance is attached to the official minutes. The vote was recorded as follows:

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

**Amendments of Ordinances regarding Business Professional Occupation License Tax (Second Reading)**

Councilman W. E. Printz moved, seconded by Councilwoman M. B. Fuller to approve on Second Reading the ordinance amending Title 7, Chapter 1, Article B of the Code of Ordinances of the Town of Elkton by amending Sections 7-1-21 through 7-1-33 and repealing the old Sections 7-1-29 through 7-1-41. A copy of these ordinances is attached to the official minutes. The vote was recorded as follows:

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

**NEW BUSINESS**

**ISTEA Resolution**

Councilwoman M. B. Fuller moved, seconded by Councilman W. E. Printz and carried, five to one, to adopt the following resolution entitled "Project Endorsement Resolution".

**PROJECT ENDORSEMENT RESOLUTION**

**WHEREAS**, in accordance with Commonwealth Transportation Board construction allocation procedures, it is necessary that a request by resolution be received from the local government or state agency in order that the Virginia Department of Transportation program an enhancement project in the Town of Elkton, Virginia.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town of Elkton, Virginia, joined by the Elkton Downtown Revitalization Corporation and the County of Rockingham, Virginia,

requests the Commonwealth Transportation Board to establish a project for the improvement for the Elimination of Transportation Obstacles and improvement of the Streetscape of the Town of Elkton, Virginia.

**BE IT FURTHER RESOLVED**, that the Town of Elkton, Virginia hereby agrees to pay 20 percent of the total cost for planning and design, right of way, and construction of this project, and that if the Town of Elkton, Virginia subsequently elects to cancel this project, the Town of Elkton, Virginia, hereby agrees to reimburse the Virginia Department of Transportation for the total amount of the cost expended by the Department through the date the Department is notified of such cancellation.

**Amendments of Ordinances regarding Utility Billing Appeals (First Reading)**

Councilman D. H. Dail moved, seconded by Councilman R. L. Snow and carried to approve the First Reading to amend Sections 4-4-27(c) and 5-4-9(c) of the Code of Ordinances of the Town of Elkton.

**After Hours Reconnect Procedure**

Councilman Dail noted that the proposed after hour reconnect procedure basically establishes a set $50.00 reconnect fee if it is done after hours.

Councilman D. H. Dail moved, seconded by Councilman R. L. Snow and carried, five to one, to adopt the new After Hours Reconnect Procedure and set the fee at $50.00

**MAYOR'S BUSINESS**

Mayor Dean read a thank you note from Gerald and Jerry Monger to the Town Council and Town Employees. They thanked everyone for the prayers, phone calls, visits, flowers and food during the time of the loss of their grandson.

Mr. Costin pointed out that he had presented Certificates of Appreciation to the employees present at the Town Christmas Party. As Mr. Monger was unable to be at the party, Mr. Costin presented a Certificate of Appreciation to Mr. Gerald Monger for his twenty years of service to the Town of Elkton.

Councilman Printz questioned, that in light of the services rendered by the town employees this month, should council authorize the Town Manger and Department Heads to do something for the employees? Several suggestions were a meal, letters of commendations to go in their personnel files or possible monetary compensation as the salaried employees do not receive overtime.

Councilman W. E. Printz moved, seconded by Councilman T. R. Whitfield III and carried that the Mayor, Town Manager and Department Heads get together to decide what type of commendation to make for the employees.

**EXECUTIVE SESSION**

Councilwoman M. B. Fuller moved, seconded by Councilman W. E. Printz and carried that council go into Executive Session for consultation with legal counsel and for briefings by staff members regarding the extension of utilities to the RMH facilities east of Elkton.

Councilwoman M. B. Fuller moved to go from Executive Session back into Regular Session and that each council member, to the best of his knowledge, certify that only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered. The following council members so

certifies:

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

**ADJOURNMENT**

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

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

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