Committee Meetings
October 12, 2004

PRESENT
W. Printz
J. Dean
T. Pence
L. Sigafoose
S. Sigafoose
R. Snow
P. Workman

STAFF
Dennis Donachy
Richard Pullen
Faye Vickers
Richard Carey

Diane Johnson, 6th Street, Elkton, spoke to Council regarding cars using an easement as an alley. Mayor Printz stated some type of barrier will be installed or built to prohibit automobile traffic.

Mr. Donachy

• Being aware of reservations to pay for the well pump installation, Mr. Donachy will discuss the issue with Attorney Miller, and then provided additional information to Council at the meeting on October 18.

• He met with two members of the Cemetery Commission and presented three proposals. The Commission will schedule a meeting, but most likely not before October 18.

• Mr. Donachy has researched cemetery software. There were no objections from Council for Mr. Donachy to purchase the software ($400.00) from Cemetery supplies.

• Discussed the lack of security at the wells and reservoir sites. He will research security options and present them to Council at a later date.

• Move Recreation Department to the Community Center.

• Council discussed the need for Department Heads to be present at both Committee meetings and Council meetings. It was decided that Department Heads would attend Committee meetings and be excused from Council meetings if they were not needed, or at the conclusion of any Council questions. The Chief of Police, or the officer on duty, would be the security element.

Mr. Donachy suggested trying this arrangement for a few months. He stated, "My philosophy was I am Town Manager and I need to know everything that's going on. So, on Monday night, when you have your regular Council, I would like to be the representative for the staff to answer any questions you have. The staff have already given their say-so on the night that you really get things lined up and Council night would be my responsibility to give you answers."

• Regarding the Town's infrastructure, Mr. Donachy will prepare a five-year CIP. In order to do so, and to determine if Elkton has the water and wastewater capacity to accommodate all the proposed development and subdivisions, Mr. Donachy would like to put out an RFP for an engineering firm to do a study "from the ground up to look at our old system, look at our capabilities right now, and also look at our water and sewer rates to make sure we are in line, and just go over the whole Town and what we need and come back with a report." If there are pieces, or parts, of former studies in existence, they will be combined with additional studies to give Council a complete picture.

• Mr. Donachy will meet with TRIAD to be briefed on the ISTEA project.

• Mr. Donachy presented an organizational chart which included a Public Works Director, a Maintenance Foreman, and a Zoning Administrator.

• Mr. Donachy will present a recommendation to Council regarding the Foreman's position at Monday's meeting.

• Current Town Code requires subdivision developers to install curbs and gutters and sidewalks. Should those requirements continue or should the Code be changed? Council will address the issue in the future.

• Town offices will close at noon on December 22 for the staff Christmas party and remain closed on December 23 and 24.

Mayor Printz

• The owner of a property on Washington Street will be given 30 days to produce a deed to resolve the issue of is the structure is a trailer.

• RanMar will give an estimate to grade Steve Kite's property.

• Donny Davis invited Council to tour the Fire Department and hear their future goals. Council will have to consider various dates.

• The Quail Run water flow problems were discussed again. Mr. Donachy met with County representatives and, based on the Erosion and Sediment Bond, the Town will be reimbursed for work performed which Mr. King may refuse to do based on the plans he submitted. Mayor Printz stated he had spoken with Mr. King who appeared unwilling to compromise on any solutions Mayor Printz offered. Within 30 days, Mr. Donachy will report any progress to Council, based on Mr. King's response to a forthcoming letter.

• Mr. Donachy met with a representative of National Waste and expressed Council's displeasure with the level of service to the Town. The situation will be monitored, with cancellation of the contract being a possibility.

Council member Steve Sigafoose was excused from the meeting.

Council member Workman

• A video for a leaf vacuum system will be available before a decision to purchase is made.

• Examine partnerships to construct a sidewalk from the Middle School. Consider State, County, and PTA involvement.

• Include a name for the Community Center that would take it into the County recreation system, whereby benefits could be realized.

• Mr. Donachy will price public address systems.

Vice Mayor Snow

• Displayed a layout of the Community Center designed by Mr. Sease.

• JMU estimated the cost of the wiring for the computer needs in the Community Center would be approximately $1,553.00. The labor would be free, but the students would be paid travel expenses.

• Presented a plan from Mast Landscapers for landscaping at the Kite house - $8,114.00.

• The stove will be hooked up and the circuits for the air conditioners will be installed tomorrow at the Kite house.

• Presented shutter samples for the Kite house.

• Remove rusted water fountain from the Community Center.

• Mayor Printz is awaiting an estimate to replace the sprinkler system in the Community Center.

Closed Session

Council member Dean moved, second by Council member Pence, and carried to go into closed session under Virginia Code 2.2-3711.A.1 to discuss personnel issues and 2.2-3711.A.3 to discuss publicly held real property.

YEAS: J. Dean, T. Pence, L. Sigafoose, R. Snow, and P. Workman

Motion carried (5 - 0 roll call)

Council member Dean moved to go from closed session back into regular session and that each member, to the best of his or her knowledge, certified that only public business matters lawfully exempted from an open meeting requirement under Chapter 21 of Title 2.1 of the Code of Virginia were heard, discussed, or considered. Council member Pence duly seconded the motion.

YEAS: J. Dean, T. Pence, L. Sigafoose, R. Snow, and P. Workman

Motion carried (5 - 0 roll call)

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

Mayor: _____
Wayne E. Printz, Mayor

Recorder: _____
Richard D. Carey, Clerk