Work Session
March 10, 2009

PRESENT	STAFF
M. Dearing	Lauri A. N. Sigler
M. Isom	Clairen Sipe
M. O'Neill	Diane Johnson
D. Kite	Rodney Hensley
P. Workman	Allison Morris
R. Snow	
L. Bompiani	

The following items and issues were discussed:

General (L. Bompiani)

- Town Manager position / top five choices / meeting needed to discuss
- Pete Bonavita - boundary line adjustments requested for Downey Knolls, Skyline Storage, LLC, Garner H. Downey property and Sharon M. Carroll
- Costs for surveys and advertising
- Public Safety to charge $8.00 for accident and civil reports / $15.00 charge for fingerprints for identification / jobs

Personnel (Chair: D. Kite)

- Closed session would be needed to discuss certain personnel matters
- Discussion regarding requirements to convene into closed session
- Volunteer applications / volunteers in advisory capacity
- Sensitive information being discussed at committee meetings
- Chairs of committees could invite citizens to participate in special meetings

Recreation (Council Rep.: D. Kite)

- Fence matter at the park had been resolved
- March 21, 2009 Work Day at the park
- Eddie Cave re-nominated to Recreation Commission (*Agenda*)
- Saturday, March 14, 2009 at 10:00 a.m. - Inaugural Walking Tour
- Repairs needed for swings at the park
- Big sliding board needed repair

Streets & Sidewalks (Chair: P. Workman)

- Grinder
- Shenandoah Avenue needed paving by VDOT
- Prospect Avenue not completed
- Urban construction from VDOT
- Town needed to re-apply for ISTEA funds
- Potholes near B & W Body Works
- Sign leaning on Route 33
- Bid out projects for roads in mid-May for state money

Economic & Community Development (Chair: P. Workman)

- Meeting held February 26, 2009
- Upcoming meeting on March 26, 2009 at 6:00 p.m. at EACC
- Merck & Co., Inc. to partner with an organization for a water project to promote and enhance the Chesapeake Bay / Town support needed
- May 16, 2009 Chili Kick-Off / Warren Street closed for the event
- Landscaping needed in Town / organizations could adopt flowerbeds

Finance (Chair: R. Snow)

- Committees restructured to meet on specific nights / forms to be made available
- Committee minutes would be required if a majority of the committee members in attendance were members of the governing body according to FOIA
- Ruth Hilliards of Bank of America had offered to give a presentation regarding direct deposit
- Committee recommended that all Department Heads have access to the budget and the budget v. actual report
- Overtime and fuel over budget / fuel key distribution discussed
- Committee recommended that additional overtime be funded from another budget category and require prior approval
- Committee recommended that calls to the Town Attorney be made by the Mayor or with the Mayor's permission in advance
- Recommendations: 1) with the exception of the police department – 599 designated overtime money, all overtime to be limited to emergencies and pre-approval by the Mayor; 2) rotational employee list for overtime; 3) stop unnecessary travel and place a vehicle tracking sheet in each vehicle
- Overtime approval by Acting Town Superintendent (Vice Mayor Dearing) since the matter was an operational issue
- Overtime to be tracked / Electrical department under Public Works
- New format for time sheets which included: pre-approved overtime, the emergency basis, name of the project and the street address where the work took place
- Operational tasks discussed
- Finance Committee to prepare budget
- Police Department budgeted $10,000.00 for fuel and were only at 50% of their budget / over budget on expenses
- Two departments operating within budget
- Police dog

Community Center (Chair: R. Snow)

- Committee meeting held
- Discussions were as follows: committee goals, to-do lists, 501(C)(3) formation, Town designated as a 170(C)1, sub-committees, center activities, advisory make-up board and structure

Finance (Chair: R. Snow)

- One business not paying meals tax / Council to advise Treasurer / Treasurer's summons had been issued
- Meals tax delinquency procedures / check procedures used in other Towns
- Determine assets in order to file suit
- Face to face contact encouraged with owner's that owe past due meals tax
- Informative packages needed for new businesses to explain the meals tax process
- Policy suggested to close businesses for non-payment of meals tax
- Decals on sale April 15, 2009
- Citizen complaint received by the Commissioner of Revenue regarding a resident requesting not to be annexed into the Town
- Committee compositions discussed from two previous meetings (1/7/09 & 2/23/2009) / complaint of procedures not followed and no due process
- Second Committee sheet given to Council for clarification purposes
- Suggestion that the Mayor not chair a committee / objection to removing Vice Mayor from Public Safety

- Disagreement regarding if Council voted at the last meeting to change just the Committee Chairs or the Committee Chairs and entire Committee composition
- Council member O'Neill to be listed on Streets & Sidewalks and Personnel
- Former Committee Meeting night to continue as a Council Work Session
- Committee membership not be used as a justification to exclude Council members from decision-making processes
- Personnel matters to be discussed in Closed Session
- Vice Mayor Dearing to Chair Public Health, Safety & Ordinances
- Mayor Bompiani to be member of all Committees
- Town Attorney to review and provide opinion regarding FOIA procedures for Closed Sessions and committee meetings
- Committee Appointments (*Agenda*)

Electric (Chair: M. Isom)

- Request from citizen on Rockingham Street to move telephone pole from front to back of home / proper authority should to be contacted
- Electrical usage reviewed / five random accounts were reviewed in detail / no issues or calculation problems found / meter in question calibrated and was found okay
- Monitoring of electrical accounts ongoing
- Bulbs in lamps at Quail Run needed to be changed / Dominion Power contacted
- Deregulation / HEC contacted / municipalities were exempt from deregulation
- George Owens contacted regarding the generator / documentation to be reviewed
- Generator operational
- Mr. Owens stated that sound decibel testing had been performed at the generator site / decibels found to be lower than commuter rails / due to infrequency of the generator operating it was determined, at that time, no sound barrier would be needed
- Each property would vary as to noise level
- Operating manual and training of personnel needed / request for additional personnel besides electrical to be trained on generator

Planning Commission (Council Rep.: M. Isom)

- Regular meeting held
- Zoning permit reviewed
- Requirements in zoning permits / footer foundations / survey required

Water & Sewer (Chair: M. O'Neill)

- Meeting with Chris Fewster / numbers at the wastewater treatment plant were good
- Water at wastewater treatment plant turned red / local business may be using dye
- Background checks usually requested by Personnel Chair
- Police Department unable to perform background checks / cost $35.00
- Criminal histories performed for criminal purposes only
- Public records could be checked for sex offenders
- Criminal background checks not performed
- Council upset with the statement that no background checks had been performed
- No fee had been paid for previous background checks
- Contact other Towns and inquire how they proceed with background checks
- Inspection performed by the Virginia Department of Health / Life well taken off-line
- Life well discussed / meter charge $80.00 + labor
- Payments to Granville Life discussed

- Untreated well water / fee needed to be paid by one resident
- Letter read by Mayor Bompiani which gave permission for Owen Davis to hook-on but due to financial difficulties he did not / need to pay for all costs
- Excess wood from cleaning of power lines to be donated to EAUS
- DEQ loan of $3.4 million with 0% interest would cost the Town $170,000.00 per year over 20 years
- Request as a priority to hire another Class III Operator at the wastewater treatment plant / one currently employed / permit requires Class III operators
- Laborer I position advertised twice as required
- Suggestion not to hire any additional employees until budget process had taken place excluding Town Manager position
- Review of budget indicated the Town was over on spending and under on revenue
- DEQ required licensure as an operator in charge of a wastewater treatment plant
- Date to meet with Rescue Squad needed
- Weekend emergency call-in complaints / no one responsive to calls by citizens
- Claud Dean was the Town representative at VEMA meetings / minutes from the VEMA meetings to be forwarded to Council member Isom
- Town Manager would become the VEMA representative
- $2,500.00 donation to the Rescue Squad
- Mayor to prepare letter thanking Pete Bonavita for assistance with the Koogler project
- Two citizen complaints regarding Town water tasting like chlorine
- Street banners for sale at $40.00 per banner / ad to be placed in The Valley Banner
- Status of Crawford properties / Joyce Crawford could be notified of any legal proceedings
- Koogler project to close by October 2009
- Treasurer to review if Town was reimbursed by the Elkton Historical for the Town DVD project
- Wanda Lohman matter would require a public hearing / exchange for easement to close alley / Chief had approved closure / public road / $100.00 application fee
- Planning Commission meeting April 7, 2009 / could have joint public hearing on April 14, 2009
- Alley / Town utilities / Council to determine if alley closure would be necessary
- Mayor Bompiani met with Ms. Lohman / Mayor Bompiani, Vice Mayor Dearing, and Public Works Director Timmy Turner to review the matter on Thursday
- EAUS had requested that the Town take large items left as donations to the County dump / approximate cost per load would be $80.00
- EAUS assistance (*Agenda*)
- Problem with people dumping large items on weekends / camera suggested / increased police patrol
- Two loads per month to be taken to dump for EAUS on a trial basis / matter to be reviewed for costs

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

Mayor: Larry A. Bompiani
Larry A. Bompiani

Recorder: Denise R. Monger
Denise R. Monger, Clerk