Work Retreat/Session
June 4, 2009

PRESENT
M. Dearing
M. Isom
P. Workman
R. Snow
H. Armbruster
L. Bompiani

STAFF
Reid A. Wodicka
Lauri A. N. Sigler
Chris Fewster (A & A)
Andrew Piske (Intern)
Denise R. Monger

ABSENT
D. Kite

The following items and issues were discussed:

- Andrew Piske, Intern, introduced to Council
- Each Council member briefly highlighted items of discussion
- Reporter from Valley Banner contacted Council members for line item budget
- Chris Fewster spoke of the following regarding Anderson & Associate's Preliminary Engineering Report dated July 31, 2007
  a. Phase 1 – purchase sludge dewatering equipment, perform electrical improvements to allow all blowers to operate
  b. Phase 2 – build new UV building with additional UV train and new effluent flume. Build new laboratory space on second Floor of UV building and convert existing laboratory to office and meeting space. Purchase and install new generator capable of powering all critical functions for the 0.8 MGD design flow in the event of power loss
  c. Phase 3 – build new secondary clarifiers sized for 0.8 MGD and convert existing clarifiers to sludge digesters.
  d. Phase 4 – upgrade existing aeration basins to IFAS process with suspended media to increase flow and add BNR capability. Build anoxic basins and new influent pump station. Add screening and grit removal capacity. Build new sludge building and permanently install mobile dewatering equipment purchased in Phase 1.
- Phase 3 & 4 in report were for expansion purposes / expansion not part of Consent Order
- Percentage of completion: Phase 1 – 30%; Phase 2 – 5%; Phase 3 – none; Phase 4 – none
- Town working to bring plant into compliance with current regulations / must have foresight to expand plant in the future
- All expenditures regarding the plant must accommodate future needs and benefit the Town in the long term
- Town presented a plan to DEQ outlining upgrades and work to be performed at the plant
- 0% interest rate to be determined by the Town's accountability towards fixing problems / many old maintenance problems exist that need to be resolved
- Rates need to compare to other municipalities of similar size
- Tiered approach would be successful since the users would not be expected to pay for the increases at one time
- Bids not received on projects / loan amounts undetermined / entire amount of loan may not be needed
- Last tier increase may not be necessary depending upon the bids the Town received for the work that would be contracted
- As part of the condition of the loan, the Town needed to increase rates to cover debt service

- New rate increases with a two tier approach for water and sewer would cost approximately $47.25 as of July 1, 2009 until the next rate increase on January 1, 2010
- Loan payments start on the debt service at the completion of construction / during construction process Town would pay interest only on the loan / with 0% interest Town would not need to make any payments during that time
- Reserve of funds would be established to prepare for loan payments / certain amount of reserve funds would need to be maintained to guarantee payment of loan
- Three tier approach would allow more flexibility / easier on residents / Mr. Fewster in favor of three tier rate increase
- Annual increase in rates according CPI
- Revenue for three tier rate adjustment in this year's budget
- Town rates would be higher due to current issues pertaining wastewater treatment plant
- One week in May that the plant exceeded flow limits
- DEQ concerned with the plant had no influent alarms at the pump station that would signal staff when flows got above a certain limit
- Alarms should have been installed at the plant in December / difficulty with electrical issues
- Town needs to make all issues at the plant in all areas (electrical, I & I program, etc..) first priority
- Better communication needed between the plant and public works department
- Discussion took place regarding the issue of nutrients / Marty Shifflett addressed the issue at the last Council meeting
- After Preliminary Engineering Report (PER) developed, Anderson & Associates reviewed new documentation and deduced that the plant capacity would not need to expand to a 1,000,000 gallons per day operation but to 800,000 per day
- Nutrient limits (per PER) adjusted for 800,000 gallons per day
- Typical flow at plant after Blue & Gold Drive repair was 320,000 gallons per day
- One spokesperson needed to work with DEQ
- All reports sent to DEQ need to be copied to the Town Manager for his file and to the Clerk of Council for the Mayor and Council's file
- Rick Carey now energized at work
- Quarterly reports filed with DEQ to update them on the status of the plant in the Town
- Violations continue due to system problems / hydraulic equipment issues continue
- Old generator at the sewer plant to be moved to North Avenue pump station / if Elkwood develops the pump station would need to be upgraded / land applications
- Sludge could be incinerated with proper permits / strict documentation required of municipalities / composting a possibility
- Town needed to perform in-home inspection for residential sump pumps and improper drains
- Newspaper ad could be advertised for inspections
- Develop sewer use ordinance must be in place before closing under the revolving loan fund
- Voluntary inspection program needed to encourage residents to contact the Town for an inspection / outside company could do inspections
- Survey performed regarding grease traps / only two met requirements / grease trap ordinance needed
- New connections / I & I reduction needed by the Town before the high school would be allowed to connect
- Send any agreements regarding new connections to Mr. Fewster for his review and suggestions
- Citizens should not be burdened with cost of new developments

- Certificate to Construct should be forthcoming in July / advertising for bidding to take place / Construction to begin in fall 2009
- <5 MINUTE BREAD>
- Approximate cost of generator retaining walls would be $15,000 / installation of walls would begin next week
- Council member Snow requested to be contacted the next time the generator runs in order to allow him to hear how loud it is
- JMU Professor contacted by Ted Hayes, reporter for The Valley Banner, regarding the Town Manager's proposed budget / format change acceptable
- More broad spending categories in the budget
- "Other" categories in every department totaled $73,450.00 / more detailed information requested for Council to those categories / Mr. Wodicka to prepare list
- Supply line categories totaled $40,500.00
- Current budget would create efficiency and effectiveness
- Personnel services benefits line items total: $1.6 million
- Overtime would be a management issue and not a budget issue
- Amount budgeted for overtime, contract labor and other labor needed for Council to review
- Department Heads prepared budget forecasts for Town Manager
- Measures needed to ensure that financial documentation established / budget v. actual reports track financial items
- Cole McGregor noted that the current budget was more accurate by allowing the departments to have more control / 5 year forecast needed
- Prior budgets had little input from Department Heads
- Andrew Piske, intern, to develop a capital improvement plan for the Town
- Proper process for budget: preliminary budget to be prepared by Town Manager in conjunction with the Finance Committee and Council / Department Heads submit their budgets / numerous workshops held on the budget
- Finance Committee did review current budget / points of concern were noted
- Time constraints regarding budget
- More efficiency needed without limiting services
- Format of Elkton's budget similar to Bridgewater's budget
- Newspaper ad for Bridgewater was more informative with additional line items listed
- Council more experienced with budget matters / Town budget should develop with the Town Manager
- With rate increases, the category of "other" should provide more information to the Council and citizens
- Small purchase policy discussed
- Publish copies of budget before public hearing next year / copies of the budget should be made available at the public hearing for everyone
- Town Manager to contact Cathy Murphy regarding the budget
- Personnel issues to be handled administratively by the Town Manager
- Send worksheet for line item "other" from each department to Ted Hayes
- Appendixes were suggested for some of the categories to better inform Council and the citizens regarding financial figures
- An increase of Cemetery opening and closing fees currently on hold
- Limited funds to be placed in perpetual care fund / more for operating
- Review of rate structure for Cemetery / Town's current fees were comparable with other municipal owned Cemeteries
- Fence to be finished at Cemetery / explore donations for fence
- Cemetery Commission should review an increase in lot costs
- Purchase price of backhoe would be $75,000 / suggestion to finance the backhoe for 5 years / trade-in current backhoe

- Buy a vehicle for the Town instead of paying a gas stipend in the amount of $450.00 to the Town Manager / Town would own vehicle in 5 or 6 years
- Kite House would require $150,000 in renovations before compliant with ADA
- Other issues: capital improvement issues, lawn at the Town Hall, cover at the spring and custodial services at the Community Center
- Part-time maintenance employee could be assigned at the center / floors need to be buffed at the center / walls painted
- Use Mayor's office for conference room / bi-weekly Department Head meetings to take place
- Town Manager in Staunton tomorrow for meeting
- Grant funds for sewer plant to be reviewed by the Town Manager
- Economic stimulus funds / accepted only projects that were shovel ready
- Rates too low for the Town to receive grants from DEQ and other state agencies
- <5 Minute Break>
- Review a payment plan option for electric customers with low incomes
- Letter from Bob Holden with copies of letters when he first started out as Town Manager of Bridgewater / encouragement to stay the course
- Kite property "land for sale" sign erected
- John Sease to charge $1,500 for bidding process for renovations on the Kite house
- $9,500 total for prints and bid processing
- $150,000 + approximate total for some renovations / Angler noted over $200,000 in renovations when inspected
- Interested party contacted other Town staff regarding purchase of the Kite property
- Possible meeting with former real estate brokers to discuss sale of property / Sperry Van Ness / Listing Agreement had been negotiated
- Sale of the Kite House noted as follows:

  Vice Mayor Dearing – would support the best direction to pull the Town out of debt

  Council Member Isom – astounded at the cost to renovate the house / Town could not support the expense

  Council Member Snow – large cost to renovate / asked to re-evaluate possible use of the house / more research needed

  Council Member Armbruster – unrealistic for Town to spend $150,000 for renovations / land between school and house stay "green" / Kite House and land on east side should be sold / input from local realtors

  Council Member Workman – keep the house but cannot justify the Town funding the renovations / may need to put up for sale

  Council Member Kite – not in attendance
- Mayor to contact local realtors about Kite property to work on a multiple group listing / contact Sperry Van Ness
- Consultants previously contacted regarding the Kite property were Basile, Baumann, Prost, Cole & Associates, Inc. / Fredericksburg had worked with the firm to develop an RFP to solicit ideas for a property that the municipality owned
- Industrial park a possibility for zoning
- Council can rezone the property it needed / allow Planning Commission to make recommendations / a new zoning classification not needed
- George McDaniel agreed to an architect regarding the Kite House
- Town Attorney spoke with Jack Depoy regarding the Deed of Trust being removed from 133 acres of the Kite property and accept payments from the Town on its good faith and credit
- Status of $60,000 regarding the new schools
- Mayor had not met with other County officials regarding contributions to the Community Center / lunch meeting forthcoming
- Remote start up for generator / problem that Manassas may not want to be responsible for start-up / overtime issue a concern

- Insurance on generator
- In March of 2008 Claud Dean was approved as the VEMA representative by Council to attend the meetings
- VEMA meeting minutes forwarded to Council member Isom / previous months indicated that 6 meetings were not attended by a representative of the Town / Elkton matters were discussed at some of those meetings / Town Manager to review the matter
- Dates given to Town Manager to review of VEMA meeting attendance
- Council member Isom requested to speak with the Mayor in private regarding some sensitive issues; she requested that the Town Manager attend
- Rescue Squad meeting
- Fire Department possibly moving into the former Dick Myers Chevrolet building
- Bear Lithia Spring could possibly assist with Harrisonburg's water issues
- No official response from VDOT regarding the traffic hazard at Chiefy's
- Move forward with a recommendation on amendment to Town code regarding new police ordinance
- Review regarding "elected" members as opposed to "appointed" members by Town Attorney
- Mary Hutton challenged the Town on the 2/3 majority vote matter in court / Judge McGrath ruled on the matter / majority vote would not count the mayor
- 2/3 majority voting issue reviewed by the Town Attorney
- Crawford properties: Chief of Police in contact with the U.S. Marshall's Office / Town had no liens against properties / properties listed on forfeiture lists to be sold / problem properties that do not sell at a good price could be abandoned and given back to the owners
- Town Attorney had prepared a letter to the U.S. Attorney's Office on the matter / unpaid real estate taxes would be paid to the Town through the sale of the properties
- Bond council needed for revolving loan fund / $8,000 - $10,000 / no formal procurement process needed / recommendation for local attorney at Botkin Rose be hired

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