Work Session
April 14, 2009

PRESENT	STAFF
M. Dearing	Reid Wodicka
M. Isom	Lauri A. N. Sigler
D. Kite	James Morris
P. Workman	Clairen Sipe
R. Snow	Diane Johnson
L. Bompiani	Allison Morris
	Denise R. Monger

The following items and issues were discussed:

Community Center (Chair: R. Snow)

- Monitoring number of people entering the Community Center in some capacity / 1,124
- Flagpoles complete / sign going up
- Community yard sale to be held on Saturday, May 2, 2009 from 7:00 a.m. – 1:00 p.m.
- Miss and Master Valley Virginia Pageant to be held on May 17, 2009
- New programs and exercise classes forthcoming
- Ribeye Steak Dinner sponsored by the Elkton Ruritan Club to be held on Saturday, April 18, 2009 from 4:00 p.m. – 7:00 p.m.
- Color brochure designed by EACC / would like to distribute in Elkton and McGaheysville area / approximate cost $2,000

Recreation (Council Rep.: D. Kite)

- Easter Egg Hunt held on Saturday, April 11, 2009 / County to cut funding for the event / discussion if Town could fund the event next year
- Park bench at Stonewall Park vandalized / bench replacement cost $700.00 / insurance to only cover $500.00
- Trails being worked on by Peter Ott / grant deadline April 17, 2009 / letter from County and Elkton Historical Society endorsing trails
- Centennial decals from last year could be sold as souvenirs / newspaper ad could be placed

Town Manager (R. Wodicka)

- Budget schedule to be amended
- Resolution reclassifying urban construction funds from Spotswood Avenue project to two other projects / more information forthcoming
- Director of Public Works to provide a daily maintenance schedule / less trash around Town
- Draft of budget newsletter provided to Council
- JMU Intern, Andrew Piske to start working for the Town on May 25, 2009 / additional intern to provide assistance with the Town's website
- Notice of Violation received from DEQ / matter reviewed with the Town's engineering firm
- Invitation to 1st Annual Public Service Recognition Reception, Monday, May 4, 2009 from 5:00 p.m. – 7:00 p.m. at James Madison University
- Repairs to swing sets discussed
- Maintenance Department was acknowledged for their had work and recent efforts in beautifying the Town
- Water rates could increase 18% / would require a Public Hearing
- Town Attorney Sigler provided Council with information regarding advertising and public hearing requirements for rate increases and budget approval

- Budget discussions would take place at the upcoming Finance Committee meeting on May 7, 2009 / draft budget had not been released to the public / public welcome to attend meeting

Town Attorney: (L. Sigler)

- Lohman street closing / public hearing needed / additional description needed of the area to be closed / Planning Commission to review the matter and provide a recommendation
- Charlotte Shifflett to make arrangements for a meeting with all parties
- $2,000.00 from Centennial account had not been transferred to new account for the Elkton Welcome Center
- Resolution prepared to transfer residual funds, remaining souvenirs and rights to the logo
- Town was reimbursed from the Elkton Historical Society for the Town DVD
- No additional bills received by the Town from Dr. Downey for reimbursement

Finance (Chair: R. Snow)

- Meeting held with numerous people attending
- Sub-committees were set up as follows:
  i. active program development
  ii. outreach fundraising
  iii. finance and maintenance
- Two groups were formed during the meeting: subcommittee group and bylaws group
- Bylaws were revised to apply to the Community Center Advisory Board
- Revise Section 4 - Voting: to state 2/3 of membership to pass a motion that incurs liability
- Old Charter required 2/3 majority vote if creating liability to the Town / suggestion made for that provision to be added back to the Charter
- April 2, 2009 Finance Committee met / Town Manager also attended
- Committee had recommended that the Council adopt a policy similar to the following: 1) the Town Manager, Treasurer or Designee will hand carry a written notice to every business in Town that collects meals tax explaining the seriousness of not paying the tax on time and the consequences if they fail to do so. 2) we explain that if the tax is delinquent (not paid before the 20th of the month) they will get a call from the Treasurer's office reminding them that they have five working days to pay the tax or we will prosecute them criminally in Court.
- Overtime spent for the last month was $7,482.00 / Sewer department was budgeted $8,242.00 and had already spent $19,458.00
- Town Manager working on the preliminary budget presented to Council
- Water issue at a property owned by George McDaniel's / Virginia Municipal League contacted and will review the matter
- New tenant of the McDaniel's property came into the Town and established a new account / Town went and turned on water / faucets had been left open
- Centennial banners for sale
- Meals tax policy to be reviewed by the Town Attorney / general policy could be adopted by Council / Code of Virginia dictates collection procedures for the Treasurer to follow
- Additional lengthy discussion took place on the meals tax collection procedures

Streets & Sidewalks (Chair: P. Workman)

- New Chairperson needed for Water and Sewer Committee (*Agenda*)

- Barry Ecroyd reported a sewer back-up at a residence on Washington Street / Maintenance Department responded to the back-up / inspection showed homeowner was responsible / Town cleared the line / homeowner should be billed for work
- Barry Ecroyd reported a backup at his office / no service calls had been received by the Town
- Brief discussion took place regarding a hook-up for Mr. Ecroyd at his property on Mt. Pleasant Road when the Koogler project commences
- Lengthy discussion took place regarding a request from Joseph Gooden to adjust his water bill for a second time / billing procedures explained by the Town Treasurer / Council agreed not to set a new precedent on the matter
- Future paving projects: Prospect Avenue and West Summit Avenue
- Current VDOT funds available / Town did not use all of funds from VDOT last year
- Elk Run clean-up / call into Merck for date that Merck employees could come down and assist the Town
- Updates on Crawford properties / Town had received list of all properties seized / copy to be forwarded to Town Attorney
- Letter given to Mr. Lucci and Mr. Castillo regarding usage of property for parking for new restaurant / public hearing needed to swap land / contract needed

Personnel (Chair: D. Kite)

- Advertise for Spring Clean-Up

Electric (Chair: M. Isom)

- Meeting held Thursday, April 2, 2009
- Generator / funds were released to all vendors
- Training needed for Town personnel / training should take place after the remote start function was installed on the generator
- Noise reduction walls / sound barriers
- Payment plan for electrical customers / no other Towns provide payments plans
- Fossil Fuel rates to decrease (*Agenda*)
- Review of different electrical rates for summer and winter to take place / consistent plan needed
- Resolution to Transition Elkton Jubilee Committee to Elkton Welcome Center (*Agenda*)
- Award should be given to the Centennial Committee for their hard work and accomplishments

Planning Commission (Council Rep.: M. Isom)

- New forms for zoning permits
- B-2 lots up for review by the commission
- (4) Boundary line adjustments requested by Pete Bonavita had been approved by the commission
- A brief discussion took place regarding the boundary line adjustment that would allow storage units into the Town
- Harry Armbruster stated that the County had not moved forward on the boundary line adjustment issue regarding the storage units due to the neighboring residents dissatisfaction with the project
- Mr. Armbruster noted that Mike Breeden would not endorse the project due to the number of complaints received regarding the storage unit project / another special use permit must be obtained for the project due to the County's revision of their permit requirements / if Town adjusts its boundary lines, the project does not need a special use permit from the County

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