Committee Meetings
February 9, 2009

PRESENT	STAFF
M. Dearing	Lauri A. N. Sigler
M. Isom	Clairen Sipe
M. O'Neill	Diane Johnson
D. Kite	James A. Morris
P. Workman (Arrived at 6:06 p.m.)	Allison Morris
R. Snow	
L. Bompiani	

The following items and issues were discussed:

Miscellaneous

- A slide show was presented by Rick Breeden regarding Merck & Co., Inc.'s desire to partner with an organization for a water project. This project would promote and enhance watershed problems in the Chesapeake Bay. He noted a deadline of April 1, 2009.
- Mayor Bompiani briefly spoke of the applications for the Town Manager position. He asked Council to review the applications and forward their top five choices to him by February 17, 2009. The salary range discussed was $80,000.00.
- Mayor Bompiani requested Council inform him of dates available to meet with the Rescue Squad by February 17, 2009.
- Donation to Rescue Squad.
- Incident at Kid's Castle; torn coat was an issue; Recreation Director to contact citizen that no reimbursement would be given.
- Volunteer applications to be given to Council member Kite.
- Manager's meeting February 12, 2009 with Joe Paxton to present details of the County's budget as related to localities.
- County's contribution to the Community Center.
- Town's $60,000 obligation to the County for school project could off-set debt for the Community Center.
- Mayor Bompiani to meet privately with Mr. Paxton and other County officials to discuss any County contributions. He requested statistics from Administrator Morris regarding County's use of the Community Center.
- Citizen comment responses would not be provided at the time of the meeting but given to the committee chairs to prepare; suggestion that Council's written responses be included in the minutes.
- Citizen comments possibly moved to the end of the meeting.
- Policy to be introduced to move Council meetings to the next working day if a holiday falls on a Monday. February meeting moved to February 23, 2009.
- Committee meeting moved to 6:00 p.m.
- Blue & Gold Drive project had been completed. Line had been pressure tested and no leaks were reported.
- Major leak repaired across from C & S Diner.
- Sewer pans for manholes briefly discussed. Vice Mayor Dearing brought a sewer pan in for Council to view.
- Gravity line at new school briefly discussed. Vice Mayor Dearing requested Council allow bids to be received for the project; elimination of the pump station.
- Newtown Road sewer line had been engineered. The Town would perform the work for the project. Cost approximately $45,000.00.
- Possible review of project to make connections available for certain residents discussed.
- Concrete poured for flagpole at Community Center.
- Lengthy discussion regarding the generator issues: remote start; noise retention walls, citizen complaints, hire professional to evaluate; cost of relocation; procedures for manual start; overtime.
- Ivy on tree at Town Hall; safety concerns.

- FOIA procedures: directive to employees about citizens asking for documents, procedures must be followed and logged.
- Town Attorney Sigler briefly spoke regarding the Economic Stimulus Resolution (*Agenda*).
- Town Attorney Sigler spoke regarding the George Washington Forest Management Plan Resolution (*Agenda*).
- Town Attorney Sigler spoke of the Resolution for VDOT to accompany a U-1 form for reimbursement for maintenance costs (*Agenda*); pavement width could be an issue; Woodbridge Subdivision approved by County before annexation.
- Koogler project issues: Phase I in same general location, sidewalk on western side, no sidewalk on eastern side, road according to VDOT standards, sign allowed at entrance, special use permit, road conveyed back to Town, official survey needed, curb & guttering on both sides, stipulation regarding curb & guttering, drainage issues, retention pond and deposit.
- Electrical service area rights to Koogler project area.

Electric

- Council member Isom spoke regarding electric bills. She briefly spoke of her meeting with the Town electrician regarding the matter. She noted that a meter would be sent to HEC for calibration.
- Mayor Bompiani noted his appreciation for the hard work the Treasurer's Office put forth regarding disconnect accounts.

Finance

- Council member O'Neill noted his work on some projections for the budget. He noted the large amount of sewer expenses. He noted most departments were over budget except for general government.
- Council member O'Neill asked Council member Snow if he would chair the Finance Committee (*Agenda*).
- Lengthy discussion took place regarding the current process the Town's auditors use to review the Town's finances.
- Review of charge codes for accounting.

Personnel

- Council member Kite stated that the Cemetery Commission recommended the Town maintain the Cemetery. He noted the Town would open and close the graves and provide mowing and maintenance. He noted a current part-time employee would apply for that position.
- Buddy Merica's services would no longer be required at Elk Run Cemetery.
- Vice Mayor Dearing stated that the Cemetery Commission had reviewed the matter. It was noted that of the forty-four interments last year the Town lost $22,000.00 in fees due to those fees being collected by an individual.
- Vice Mayor Dearing noted that Dr. Downey may sell land to the Town for additional burial lots.
- Vice Mayor Dearing concurred that the Cemetery Commission agreed to ask the Council to approve the Town to maintain the Cemetery.
- Council member O'Neill noted his concern regarding the number of hours to be worked and potential labor laws and/or labor restrictions.
- Number of hours to be worked briefly discussed.
- Council member Workman noted the need for a concrete plan to be implemented for the Cemetery.
- Personnel Chair had spoken with Director of Public Works regarding a plan of action.

- Cemetery Commission recommendation for new plan to move a Town employee into the position for Cemetery (*Agenda*).
- Current contractor at the Cemetery had been apprised of the situation.
- Charlotte Shifflett would be in charge of the employee at the Cemetery.
- Council member Snow questioned the responsibilities of the Cemetery position.
- Brief discussion regarding mowing, opening/closing gravesites, and gravesite layouts.
- Council member Kite noted that a Town maintenance employee had been moved to the wastewater treatment plant.
- Council member Kite stated that a full review of overtime needed to take place. He noted that Department Heads need to review overtime in each department with him.
- Josh Turner moved to the wastewater treatment plant.
- Council member Isom requested that each time card list the duties/jobs performed and the amount of overtime worked for each individual overtime occurrence.

Public Health, Public Safety, Ordinances

- Vice Mayor Dearing stated that he and Council member Isom had met with Chief Morris regarding public safety. He noted they were briefed by Chief Morris and reviewed procedures.
- Vice Mayor Dearing noted that a chain of command was in place regarding police department complaints.
- Radar on Route 33.
- Renovations at Police Department.
- Council member O'Neill requested an accurate home telephone and cell phone list of all officers and public safety employees.

Streets & Sidewalks

- Council member Workman had requested an updated list of projects for the streets and sidewalks from the Director of Public Works. He briefly spoke of the process that Bridgewater uses in order to allow citizens access to that information.
- Police officers could advise some work that needs to be done while patrolling.
- 205 West Summit needed a work order prepared.

Water & Sewer

- Council member O'Neill briefly spoke regarding the loan needed.
- Rates may need to be reviewed.
- Council member Workman encouraged the website to be updated. It was determined that Kim Shifflett from the Public Safety Department would perform that task.
- Council member Workman suggested that the Centennial Headquarters continue as a Visitor's Center for the Town. A brief discussion took place regarding expenses.
- Economic and Community Development Committee to meet February 18, 2009 at the Elkton Area Community Center on the 4th Thursday of each month.
- Chili Cook-Off on May 16, 2009.
- Wagon on the EACC property to be moved from parking lot.

Recreation

- Diane Johnson, Recreation Director, stated she was reviewing a complaint regarding a fence at the park.

- Dance program to remain as currently operated. Insurance matter would be reviewed.
- Basketball program.

Planning Commission

- Council member Isom stated that the Planning Commission met and reviewed zoning permit forms.
- Council member Isom stated that the Planning Commission had moved two names forward regarding a new commissioner (*Agenda*).
- Council member O'Neill noted four applicants had applied for the commissioner position. He would not support the two names currently recommended by the Planning Commission.
- Mayor Bompiani noted that the four applicants should be presented to Council and voted upon.

Cemetery

- Vice Mayor Dearing noted the commissioners would meet on February 18, 2009 and would finalize their budget.
- Buy land from Dr. Downey to be discussed at the next meeting.
- Cremation procedures to be reviewed.

Community Center

- Administrator Morris stated that Billy Stanley would perform masonry work for the new sign.
- Sign briefly discussed.
- Lease copier for the center.

General

- Council member Isom questioned the process for complaints at the Town Hall and if a complaint form was available for citizens to fill out.
- Chief Morris stated a new court date of March 27, 2009 had been issued by the Court for the nuisance cases. He noted at that time a Court Order would be presented to the Chief to execute regarding the nuisance properties that had not been abated.
- Tax lien to be filed if bill not paid to Town after Town abates property.
- No charge to calibrate electric meters.
- Council member Snow stated that no additional information regarding the Flory property was located in the minutes he reviewed from 1986-1991.
- Cul-de-sac for the Koogler project.
- Grant research for each Town department needed.
- Ghost hunting at the Town Hall.
- Conceptual drawing of 9/11 Memorial.

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