Council Work Session
December 8, 2009

PRESENT
L. Bompiani, Mayor
M. Dearing, Vice Mayor
H. Armbruster, Council Member
D. Kite, Council Member
P. Workman, Council Member
R. Snow, Council Member

ABSENT
M. Isom, Council Member

PRESENT
Reid A. Wodicka, Town Manager
Lauri A. N. Sigler, Town Attorney
Kevin Whitfield, Chief of Police
Clairen Sipe, Town Treasurer
Allison Morris, EACC Administrator
Diane Johnson, Recreation Director
Denise R. Monger, Clerk of Council

ABSENT
Timmy Turner, Public Works Director

The following items and issues were discussed:

Finance (Chair: R. Snow)

- Amended budget presented to Council.
- Review of how salaries charged to each department.
- 1% increase for Town employees.
- Office supplies – 24% discussed / concern of cutting a main source of "getting the word out" advertising for the Community Center.
- Council member Armbruster inquired if the Department Heads had reviewed the budget.
- Advertisement + $500.00.
- Line item budget format discussed.
- Two major unexpected expenses: Elkwood well and Petrus Environmental.
- Rick Carey tracking expenditures for revolving loan fund.
- All debt service could be placed into "General Government" and removed from individual departments.

Community Center (Chair: R. Snow)

- $225,000 in debt service for Community Center discussed / more realistic operating budget minus debt service
- Debt service for Kite House in General Government.
- Changes could take place in fiscal year 10/11 budget.
- Discussion took place if the $3 million loan for sewer plant would also be moved to 'General Government."
- Treasurer Sipe briefly spoke regarding the financial documentation she created regarding the monthly savings to the Town by using the generator.
- Expiration of trash contract.
- Public notice regarding the amended budget needed to be placed before the next regular council meeting / draft of ad would show proposed vs. amended.
- Discussion took place if the budget would be amended with $3.0 million or $3.4 million.
- Design for Newtown Road sewer line at a cost of $95,000 removed from budget.
- Review of purchase orders / spending freeze in place.
- Maintenance department and staff now servicing police cars.
- No tools in shop / individuals should be responsible.
- Department Heads supposed to prepare inventory of their departments at year-end.
- Town to replace $126,000 to the Repo account it borrowed in July.

- Amended budget (*Agenda*).
- The Printing Express now printing bills for the Treasurer's Office / saved Town approximately $80.00 per month not including labor.

Streets & Sidewalks (Chair: P. Workman)

- None

Economic & Community Development (Chair: P. Workman)

- Centennial banners

Personnel (Chair: D. Kite)

- None

Recreation (Chair: D. Kite)

- 221 boys signed up for boy's basketball.
- Colleen Grady, on behalf of the Visitor's Center, had asked if the center could sell the Centennial banners for the Town / price would be $20.00 with $5.00 going to the Visitor's Center and $15.00 to the Town.

Water & Sewer (Chair: L. Dearing)

- Bids for sewer treatment plant
- Brass plaque needed to honor committee that worked towards the creation of the Community Center / Administrator Morris had acquired all information needed for the plaque but did not order due to spending freeze.
- Town office closings due to inclement weather to be determined by the Town Manager / Mr. Wodicka noted that the Community Center could have different opening and closing times for safety reasons.

Cemetery (Council Rep.: L. Dearing)

- None

Public Safety, Health & Ordinance (Chair: H. Armbruster)

- Hiring process moving forward regarding new police officer / 13 applicants applied.
- Council member Armbruster requested that the Town Manager place an "acknowledgement" in the personnel files of the person's recognized (by name) at the last Council meeting by the Town's auditors for assistance with the audit process
- No Department Heads to have individual personnel files of Town employees / Clerk of Council maintains and secures all personnel files.
- Turning arrow at Post Office discussed / VDOT had been contacted.

Planning Commission (Council Rep: M. Isom)

- 2 surveys and 2 plats were reviewed at the Planning Commission meeting.
- Planning Commission approved 2 plats (subdivision) for Donnie Gary & Diane Bowling. (*Agenda*)
- Re-division of 18,688 sq. ft. for William M. Dean, Jr. and Jackie R. Dean. (*Agenda*)
- Lot lines on West Spring Avenue discussed.

- Proposed amendments to the Elkton Town Code by the Planning Commission: foundation survey and lot line revisions and vacation.
- 2 additional amendments approved by the commission.
- First reading needed for amendments / public hearing held / Council adoption.
- Public Hearing on rezoning and code amendments could be held in January 2010.
- Foundation survey "footer language" and other aspects of the amendment discussed.
- Amendments to be discussed at the Council retreat.
- B-1, B-2 & M-1 amendments to the Town's Code made in 2006 / residential houses were removed as a "permitted use" / removal of that use made all residential structures "non-conforming uses" / caused problems for people trying to sell those properties and created issues with insurance companies / new amendment would correct those issues.
- Duplex issues discussed / allow for certain types in an R-4 district.

Closed Session

Council member Workman moved to go into closed session under Virginia Code 2.2-3711-A.3 for the discussion or consideration of the acquisition and disposition of real property for public purpose and under Virginia Code 2.2-3711-A.7 for consultation with legal counsel. Council member Kite duly seconded the motion.

YEAS: M. Dearing, H. Armbruster, D. Kite, P. Workman, and R. Snow

NAYS: None

VOTE: (5 – 0 roll call) Motion carried

Due to inclement weather, Town staff was dismissed after the Council vote to go into a closed session.

Mayor: Larry A. Bompiani
Larry A. Bompiani

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