

Altavista Town Council Regular Meeting – January 9, 2024

The Altavista Town Council held their January 2024 Regular Meeting in Council Chambers of the Town Hall/J.R. Burgess Municipal Building, 510 Seventh Street, on Tuesday, January 9th, at 6pm.

1. Call to Order

At six o'clock p.m., Mayor Mike Mattox called the meeting to order and presided.

Council Members

Present:

Vice Mayor Reginald Bennett
Mr. Timothy George
Mr. Jay Higginbotham
Mayor Michael Mattox
Mr. Wayne Mitchell

Members absent:

Mr. Tracy Emerson
Dr. Scott Lowman

Town Staff present:

Mr. Gary Shanaberger, Town Manager
Mr. Matt Perkins, Asst. Town Manager
Chief Tommy Merricks, Altavista Police Dept.
Mrs. Tobie Shelton, Administration/Finance Director
Mr. Tom Fore, Public Services Director
Mr. Paul Hill, Asst. Public Services Director
Mr. Jeff Arthur, Public Works Manager
Mr. John Eller, Town Attorney
Mrs. Crystal Hailey, Assistant Town Clerk

Mr. Tom Fore delivered the Invocation; afterwards, Mayor Mattox led the meeting in the Pledge of Allegiance to the US Flag.

2. Agenda Adoption

Mayor Mattox asked Council if they had questions regarding the agenda; of which there were none.

Councilman Tim George motioned to approve the January 9, 2024, Meeting Agenda as presented; Councilman Wayne Mitchell seconded the motion, and with a vote of 5-0, the agenda was unanimously approved.

3. Recognitions and Presentations

Mayor Mattox recognized the Town for receiving a "Service of Excellence" award from the Department of Environmental Quality (DEQ) for its continued participation in Virginia Tech's Annual "Short School for Wastewater Treatment Plant Operators". He thanked Tom Fore, Altavista's Public Services Director, for teaching at the school, each of the past five years.

4. Citizen's Time

Jonathan Parker, Claire Parker Foundation, 1019 9th Street, thanked the Town of Altavista for their continued support in allowing CPF to hold their Annual 5k Night Run for the past seven years (held the second Saturday in December) at the Booker Building; and for closing Downtown Main Street to accommodate the event. Mr. Parker informed Council that the 2023 event had 500 participants, of which 368 came from outside the Altavista and Hurt area. He stated that the number of runners was the most had in the event's history, and 100 people had already signed up for the 2024 event.

5. Town & Community Partner Updates

There were no updates given on this date.

6. Consent Agenda

- TOA Monthly Financial Reports - December 2023
- Meeting Minutes – Town Council December Regular Meeting - No Work Session was conducted

Upon a motion by Councilman Wayne Mitchell, seconded by Vice Mayor Reggie Bennett, Town Council voted 5-0 to approve the January 9th Consent Agenda as presented.

7. Public Hearing

There were no public hearings held on this date.

8. Unfinished Business

There were no unfinished business items to review/discuss at this time.

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9. New Business Items

- **FY2025 Budget Calendar**

Background: At their October 2023 regular meeting, Town Council adopted a calendar/timeline for the process of developing the Town's FY2025 Budget. Any alteration/amendment of the calendar has to be approved by Council.

Finance Director Tobie Shelton referenced the aforementioned budget calendar, and that Council was scheduled to receive the Draft Operational Budget that evening. She stated that Staff had not received all of the information needed to complete the draft document, and requested that the budget calendar be amended to move receipt of the draft from January 9th to January 23rd..

Town Council shared a unanimous consensus to approve Staff's request, and receive the FY2025 Draft Operations Budget at their January Work Session.

- **APD - Request to Declare Vehicles Surplus**

Chief Tommy Merricks informed Town Council that the four new police vehicles, recently received through grant funding, had been outfitted with the necessary equipment and put into service. He stated that the four old vehicles, dated from 2015 to 2019, and all with high mileage, had been taken out of service.

Chief Merricks asked Town Council to consider declaring the four old police vehicles, and any old equipment within (such as radios) as surplus, and to be sold on GOV Deals; with the revenue being returned to the Town's General Fund.

With a motion by Vice Mayor Reggie Bennett, seconded by Councilman Wayne Mitchell, the Town Council voted unanimously to approve this request.

- **Special Use Permit Review**

Asst. Town Manager Matt Perkins shared a request submitted by Abbott Laboratories, Altavista, to hold a 5k run/walk at English Park on Saturday, March 30th. He said that Abbott was not asking for the park to be closed during the event, and they were not asking for a Town contribution or resources. Mr. Perkins stated that Abbott disclosed that any monies raised from the event would go to Frannie's House, a local non-profit.

With a motion made by Councilman Wayne Mitchell, seconded by Vice Mayor Reggie Bennett, the Town Council voted unanimously to approve Abbott's Special Event Permit request, to have a 5k run/walk at English Park on March 30th.

10. Town Staff - Departmental Reports and Project Updates – December 2023

- TOA Finance Reports
- Altavista Police Department Reports
- Public Services Monthly Report
- Utilities – Project Updates
- Employee Changes – December 2023
- Town Council Monthly Meeting Calendars

These items were included in Town Council's monthly agenda pre-packet, and delivered to Council on the Friday before their meeting, giving them time to review the reports.

- Town Manager Gary Shanaberger stated that he and Frank Rogers, Campbell County Administrator, worked together to secure a date for a "joint meeting" to include the Town of Brookneal and the Town of Altavista. He said a date of Tuesday, March 19th at 6pm, was tentatively scheduled to be held in the Community Room of the Rustburg Court House.

Mr. Shanaberger stated it was the intent to continue the meetings annually, and alternating the location between the three localities. He asked for Council's input on the aforementioned date and time.

There was a unanimous consensus of the attending members of Council that the March 19th date was viable for the joint meeting between the Town of Altavista, the Town of Brookneal, and Campbell County Administrator Frank Rogers.

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- Assistant Town Manager Matt Perkins informed Council that Staff was working to reassemble a Project Team for the Mosely Heights Revitalization Project, funded with the Community Development Block Grant that the Town received in September 2023.

Councilman Mitchell shared his concerns with a strain being on Staff from the additional workload; to which Mr. Perkins informed Council that the Central Virginia Planning District Commission was a consultant for the Town on the Mosely Heights Project, and would be spear-heading most of the initiatives for the project.

11. Matters from Council

Councilman Wayne Mitchell referenced the sale of Altavista's old EMS building, and the fund created with the monies from the sale being allocated for Avoca maintenance and CIP items. He reminded Council that Avoca's Executive Director, Caleb Lafoon, informed them that the fund would soon be depleted.

Mr. Mitchell stated that he believed, since Avoca was Town-owned property, maintenance of the property was the Town's responsibility. He asked that the matter be placed on a future agenda for further discussion, and to determine which maintenance responsibilities were specifically the Town's and which were specifically Avoca's. He also suggested updating the Memorandum of Understanding (MOU) between the Town and Avoca to address this matter.

Mayor Mattox recommended that this matter be discussed further during the upcoming budget process; to which Council concurred.

12. Closed Session

Section 2.2-3711 (A)(1) Discussion and consideration of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body.

Section 2.2-3711 (A)(3) Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public bod.

Section 2.2-3711 (A)(8) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

With a motion by Vice Mayor Reggie Bennett, seconded by Councilman Tim George, the Altavista Town Council entered into closed session at 6:27pm; and returned to open session at 7:37pm.

The following actions were taken by Town Council:

- Approved re-appointment of both Bill Gillespie and Shawn Stone to the Altavista Economic Development Authority (AEDA).
- Recommended approval to the Circuit Court of Campbell County that Wilson Dickerson be re-appointed to the Altavista Board of Zoning Appeals.

13. Adjournment

With no further items for discussion, Mayor Mattox adjourned this meeting at 7:38pm.

Michael Mattox, Mayor

Gary Shanaberger, Town Manager/Town Clerk