



**Town of Altavista, Virginia  
Meeting Agenda Town Council  
Town Council Work Session**

**Tuesday, July 25, 2023  
5:00 PM - Council's Chambers  
510 Seventh Street  
Altavista, VA 24517**

**1. AGENDA ADOPTION**

**2. PRESENTATIONS**

2.1 [Altavista On Track \(AOT\)](#)

**3. CITIZEN'S TIME**

*Citizens wishing to address Council should provide their name and residential address. Citizen's comments are limited to three (3) minutes with a total of fifteen (15) minutes allotted for this purpose. (Please note: Citizen's Time is **NOT** a question-and-answer session between the public and Council.)*

**4. UNFINISHED ITEMS**

4.1 [Pittsylvania Ave. washout - Contractor Approval attachment 1. Pitts Ave Concrete Foundations quote attachment 2. Pitts Ave Counts & Dobyys quote](#)

**5. NEW ITEMS FOR DISCUSSION**

5.1 [Administration Office Surplus Attachment. Surplus Items - Administration Office 2023](#)

5.2 [FY2023 Carryover Requests Attachment 1. Memo to Council FY 2023 Year End Carryovers](#)

**6. UPDATES FROM STAFF**

6.1 [Forever Chemicals Update \(PFAS\) per-and polyfluoroalkyl substances.](#)

**7. MATTERS FROM COUNCIL**

**8. CLOSED SESSION**

**9. ADJOURNMENT**

*THE TOWN OF ALTAVISTA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARE TO BE REQUESTED NOT LESS THAN 3 WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (434) 369-5001 FOR ASSISTANCE.*



TOWN OF ALTAVISTA  
TOWN COUNCIL WORK  
SESSION  
July 25, 2023  
AGENDA COVER SHEET

AGENDA ITEM #: 2.1

**PRESENTATIONS**

**Title: Altavista On Track (AOT)**

**Staff Resource: AOT Executive Director David Greene**

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**Action(s):**

AOT seeking Council's input and approval.

**Explanation:**

AOT's Executive Director, David Greene, will be present to share with Town Council the organization's updated website, which was re-designed with the help of participants at the Spark Center's recent web design camp. Accompanying Mr. Greene will be the students from the web design camp that assisted with AOT's website update.

Mr. Greene will utilize the website to show Council a visual reference of AOT's upcoming Fall Festival. He will be seeking approval from Council to move the annual event from English Park to Broad Street.

**Background:**

The Spark Innovation Center held several mini camps this summer for local teens, which included photography, forensic science, and web design.

**Funding Source(s):**

**Attachments:** *(click item to open)*



TOWN OF ALTAVISTA  
TOWN COUNCIL WORK  
SESSION  
July 25, 2023  
AGENDA COVER SHEET

AGENDA ITEM #: 4.1

**UNFINISHED ITEMS**

**Title: Pittsylvania Ave. washout - Contractor Approval**

**Staff Resource: Public Services: Paul Hill, Jeff Arthur, and Tom Fore**

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**Action(s):**

Staff would request Town Council to place this item on the August Consent Agenda, for approval to award Concrete Foundations Inc. this project: to repair the stream bank from the washout on Pittsylvania Ave.; according to VDOT's request. Attached are two quotes.

**Explanation:**

The Lynch Creek stream bank on Pittsylvania Ave. had a tree fall several years ago at that location; and due to flooding of the Staunton River, this area has created a washout. After consulting with the Virginia Department of Transportation, we now have a plan to repair the issue, as this is one of the town-maintained streets.

**Background:**

An area along Pittsylvania Ave. stream bank of Lynch Creek has continued to washout and needs to be restabilized.

**Funding Source(s):**

Transfer in Highway revenue, from reserves to fund the project.

**Attachments:** *(click item to open)*

*attachment 1. Pitts Ave Concrete Foundations quote*

*attachment 2. Pitts Ave Counts & Dobyys quote*

CONCRETE FOUNDATIONS INC

1072 ROCKFORD SCHOOL RD

REINA VA 24557

54-656-6592

434-656-1223

JUNE 9, 2023

TOWN OF ALTAVISTA

PITTSYLVANIA AVE- ENGLISH PARK

1. WASH OUT AREA AT ENGLISH PARK
2. INSTALL RIPRAP
3. TRAFFIC CONTROL
4. REMOVE GUARDRAIL AND REINSTALL AS NEEDED
5. LABOR, MATERIALS, AND EQUIPMENT

TOTAL \$90,000.00

\_\_\_\_\_  
TOWN OF ALTAVISTA

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CONCRETE FOUNDATIONS INC

\_\_\_\_\_  
DATE



**PROPOSAL**

COUNTS & DOBYNS, INC.  
37 LELAND RD.  
RUSTBURG, VA. 24588

EXCAVATION, UTILITY & CONCRETE  
VA. CONTRACTOR No. 2701-014388 CLASS A

434-821-2774  
434-821-3425 FAX

PROPOSAL SUBMITTED TO: TOWN OF ALTAVISTA ATTN: CHUCK NEWMAN	PHONE	DATE 7/12/2023
STREET	JOB NAME Stream Stabalization English Park	
CITY STATE ZIP Altavista VA 24517	JOB LOCATION Altavista	
ENGINEER		

**PLANS DATED:**

WE ARE PLEASED TO QUOTE YOU THE FOLLOWING:

No Plans

	ITEM	QUANT.	UNITS	UNIT PRICE	EXTENSION
1	Mobilization	1	LS	\$ 8,500.00	\$ 8,500.00
2	Erosion control	1	LS	\$ 10,000.00	\$ 10,000.00
3	Place Gabion Baskets and Backfill	1	LS	\$ 177,947.00	\$ 177,947.00
<b>TOTAL BID</b>					<b>\$ 196,447.00</b>

Clarifications and Exclusions

No replacement of asphalt that might be damaged due to construction activities  
 No Bonds or Permits  
 No Stakeout or as-builts  
 price is based on us being able to access the site from the parking lot of the English park  
 price is based on being able to work in the stream to place gabion baskets  
 No work other than what is stated above

**Proposal Is good for 15 Days unless otherwise noted**

Thank you for requesting a quote from us for this project.  
 If you have any question, please advise.

- \*\*\* We reserve the right to refuse award of individual parts of this proposal.
- \*\*\* We reserve the right to reevaluate our proposal if scope of work changes.

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Acceptance of Proposal --- the above prices, specifications and conditions are satisfactory and are hereby accepted.  
 you are authorized to do the work as specified. Payment will be as outlined above.

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Date of Acceptance: \_\_\_\_\_ Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_ Signature \_\_\_\_\_



TOWN OF ALTAVISTA  
TOWN COUNCIL WORK  
SESSION  
July 25, 2023  
AGENDA COVER SHEET

AGENDA ITEM #: 5.1

**NEW ITEMS FOR DISCUSSION**

**Title: Administration Office Surplus**

**Staff Resource: Tobie Shelton, Director of Finance and Administration**

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**Action(s):**

Staff is requesting Council declare the items in the attached listing as surplus property and authorize its sale or disposal. If Council reaches a consensus, this item can be placed on the consent agenda for the August regular meeting.

**Explanation:**

The items in the attached listing are no longer operational, no longer compatible with our network or no longer of use to the town's operation.

**Background:**

Periodically, staff requests items be declared as surplus allowing staff to dispose of or to sell the items through approved processes outlined in the town's policy.

**Funding Source(s):**

N/A

**Attachments:** *(click item to open)*

*[Attachment. Surplus Items - Administration Office 2023](#)*

## 2023 Surplus Items - Administration Office





TOWN OF ALTAVISTA  
TOWN COUNCIL WORK  
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July 25, 2023  
AGENDA COVER SHEET

AGENDA ITEM #: 5.2

**NEW ITEMS FOR DISCUSSION**

**Title: FY2023 Carryover Requests**

**Staff Resource: Tobie Shelton, Director of Finance and Administration**

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**Action(s):**

Reach a consensus to place this item on the consent agenda for the August 8, 2023 regular meeting.

**Explanation:**

Staff is requesting to carryover unexpended funds totaling \$315,650 for projects budgeted in FY2023 that were not completed during the fiscal year.

**Background:**

At times, a project's completed date does not coincide with the end of the fiscal year (June 30th). As such, funds need to be carried over into the current budget period to support the incomplete activities from the budget period in which funds were originally awarded.

**Funding Source(s):**

This action would transfer the unexpended funds from the FY 2023 Budget to reserves, earmarked for the stated use. Once the expenditures are made, staff will present a budget amendment for Council's approval.

**Attachments:** *(click item to open)*

*Attachment 1. Memo to Council FY 2023 Year End Carryovers*





DATE: July 21, 2023

MEMO TO: Mayor Mattox and Members of Council

FROM: Tobie Shelton

RE: FY 2023 / Year End Carryover Request

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Staff is requesting to carryover unexpended funds totaling \$315,650 for projects budgeted in FY 2023 that were not completed during the fiscal year originally awarded.

**Avoca – (\$35,000)**

\$35,000 to cover the cost of replacing the mansion’s heat pumps. Funding for the project will come from Reserve Maintenance Funds.

**Administration – (\$15,000)**

\$15,000 to cover costs to replace the water heater at town hall.

**Transit (ACTS) – (\$82,150)**

\$82,150 to cover costs to replace one of the 15-passenger body-on-chassis (BOC) buses.

**Parks & Recreation – (\$25,500)**

\$6,000 painting of two (2) gazebos.

\$19,500 purchase and installation of three (3) shade sails.

**Spark – (\$5,000)**

\$5,000 Contractual Services for Feasibility Study.

**Economic Development – (\$5,000)**

\$5,000 Contractual Services for Spark Feasibility Study.

**Water – (\$85,000)**

\$60,000 Replacement of raw water control valve.

\$25,000 Painting of walls and floors at water plant.

Approved projects and funding sources:

- \$196,000 Water plant security. Funded by ANB 2022 SNAP borrowing.
- \$230,000 WTP SCADA improvements. Funded by ANB 2022 SNAP borrowing.
- \$350,000 Sedimentation and Solids Handling Project. To be funded by a new borrowing.
- \$1,059,847 Installment of Advanced Water Metering System. Funded by ARPA.
- \$46,000 Design work for Spring Site infrastructure improvements. Funded by ARPA.

**Wastewater – (\$63,000)**

\$5,000 Replacement of lab scales.

\$40,000 40 hp pump replacement at Main Pump Station.

\$18,000 Replacement of 60 hp digester blower.

Approved projects and funding sources:

- \$1,568,200 Electrical Upgrade Project. Funded by VRA-VCWRLF

- \$694,500 Aeration Rehab Project (design, permits, construction admin). To be funded by a new borrowing.
- \$51,000 Main Pump Station upgrade (design and permits). To be funded by a new borrowing.
- \$750,000 Replacement of UV light system. Funded by ARPA and a new borrowing.
- \$350,000 WWTP SCADA improvements. Funded by ANB 2022 SNAP borrowing.

I respectfully request the Council's approval to earmark funds for the above listed items totaling \$315,650 in reserves to be expended during FY 2024. A budget amendment will be presented to Council to transfer in the funds once the project is ready to be procured.



TOWN OF ALTAVISTA  
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AGENDA ITEM #: 6.1

**UPDATES FROM STAFF**

**Title: Forever Chemicals Update (PFAS) per-and polyfluoroalkyl substances.**

**Staff Resource: Tom Fore & WTP Staff**

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**Action(s):**

No actions needed

**Explanation:**

Staff received Entry Point (EP) results for McMinnis Spring, Reynolds Spring, and the Water Treatment Plant. All results were < Minimal Risk Levels (MRL's). Staff will be collecting a second round of samples during the month of July, 2023.

**Background:**

The Town was selected by the EPA to sample for Unregulated Contaminant Monitoring Rule 5, Public water systems (PWSs) began nationwide sampling for 29 per- and polyfluoroalkyl substances (PFAS) and lithium in drinking water on January 1, 2023. These contaminants are listed on the fifth Unregulated Contaminant Monitoring Rule (UCMR 5). Sampling will continue through December 31, 2025.

Studies have shown that PFAS may be linked to harmful health effects for humans and animals. There are 1000's of PFAS chemicals and are found in many different consumer, commercial and industrial products.

**Funding Source(s):**

N/A

**Attachments:** *(click item to open)*