

## Town Council Regular Meeting January 11th, 2022

The Altavista Town Council held their January 2022 meeting in Council Chambers of the Town Hall/J.R. Burgess Municipal Building, 510 Seventh Street, on Tuesday, January 11th, at 6 p.m.

There was a “meet & greet” social for the new Town Manager Gary Shanaberger on this evening at 5’oclock p.m. before the Town Council Meeting.

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

### Council Members

Present: Vice Mayor Reginald Bennett  
Mr. Tracy Emerson  
Mr. Timothy George  
Mr. Jay Higginbotham  
Dr. Scott Lowman  
Mayor Michael Mattox  
Mr. Wayne Mitchell

### Town Staff present:

Mr. Gary Shanaberger, Town Manager  
Mrs. Tobie Shelton, Treasurer/Finance Director  
Mr. Thomas Merricks, Altavista Chief of Police  
Mr. Jeff Arthur, Public Works Manager  
Mr. Tom Fore, Interim Public Services Director  
Ms. Sharon D. Williams, Community Development Director  
Mr. George Sandridge, Main Street Coordinator  
Mr. John Eller, Town Attorney  
Mrs. Crystal Hailey, Administration

Pastor Scott Doran, Lynch Station Baptist Church, gave the invocation for this evening. After the invocation, Mayor Mike Mattox led the meeting in the Pledge of Allegiance.

## 2. Agenda Adoption

Mayor Mattox informed Town Council of an amendment to this evening’s agenda:

- Section #3: Item D. Appointment of Town Clerk and Assistant Clerk.

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the January 11th, 2022, meeting agenda, to which there were none.

Councilman Tracy Emerson made a motion, seconded by Vice Mayor Reggie Bennett, to approve the January 11th Altavista Town Council Meeting Agenda as amended.

### Motion carried

Vote:	Dr. Scott Lowman	Yes
	Mr. Tim George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

## 3. Recognitions and Presentations

Mayor Mattox recognized two new town employees (Administration Department) that were attending the meeting that evening: Sharon Rowland and Samantha Crouch. He thanked both ladies for choosing to work for the Town of Altavista.

## Town Council Regular Meeting January 11th, 2022

### A. Town Clerk Appointment(s)

Mayor Mattox asked Town Council to approve Gary Shanaberger, new Town Manager, as Altavista's Town Clerk.

Vice Mayor Reggie Bennett made a motion, seconded by Councilman Tracy Emerson, to approve Altavista Town Manager Gary Shanaberger as Town Clerk of Altavista.

Motion carried.

Vote:	Dr. Scott Lowman	Yes
	Mr. Tim George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

Councilman Tracy Emerson made a motion, seconded by Vice Mayor Reggie Bennett, to approve Crystal Hailey (Administration Department) as Assistant Town Clerk.

Motion carried.

Vote:	Dr. Scott Lowman	Yes
	Mr. Tim George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

### B. Personnel Changes

The town's personnel changes from December 1st to December 31st, 2021:

#### Milestone Recognition:

Donnie Osborne	Police Department Investigator	5 years as of 12/21/2021
----------------	--------------------------------	--------------------------

#### New Hire Listing:

Samantha Crouch	Administration, Office Asst.	12/13/21
Sharon Rowland	Administration Office Asst.	12/13/21
Geoffrey Smith	Police Department, Officer	12/06/21
Jeffrey Williams	Police Department, Officer	12/30/21

#### Departure Listing:

William Dogan	Police Department, Officer	12/21/21
---------------	----------------------------	----------

### C. News & Advance 2021 Reader's Choice Award – English Park Splash Pad

On behalf of the Lynchburg News & Advance, Community Development Director Sharon D. Williams presented a plaque to Town Council and the Town of Altavista for being a finalist in the Best Park category of the publication's annual Reader's Choice Awards for the English Park Splash Pad in Altavista.

Receiving the plaque was Mayor Mike Mattox, representing Town Council and Councilman Tim George, representing the Parks & Recreation Committee.

## Town Council Regular Meeting January 11th, 2022

### D. Altavista Public Services - Department Updates

Interim Public Services Director Tom Fore gave Council a brief update on a few projects.

- Regarding the Brownfields Grant for remediation efforts of asbestos at the old Lane Company property; Mr. Fore stated the owner was unable to complete the task by the initial December deadline but was working diligently to finish by the end of February.
- Regarding the Bank Restoration Project, adjacent to Elber's Butcher Shop; Mr. Fore reminded Council they questioned the \$100,000 cost in the FY2023 draft budget for this item. He stated, after reviewing the calculations, the labor and material cost was close to \$60,000, however, the project's cost also included a required permit to work along the creek bed and the cost to involve an engineer for the (environmental) project.
- Councilman Higginbotham referenced the town's water line project being done by Mendon Pipeline. He asked if that project was complete.

Mr. Fore informed Council the project was nearing completion. He stated the town had been using that waterline since October 2021, however there was a walk-through scheduled for later in the month of January to mark off the "punch list" of items for final approval/completion of the project, which he stated came in under budget.

Mr. Fore stated Mendon Pipeline would return in the spring to check the soil's stabilization and to lay additional grass seed and straw.

- Mr. Fore referenced the water heater replacement project in the FY2023 Draft CIP. He stated there was some concern from Council at their last meeting that the cost for this project was too high, so he investigated the estimated cost and found that it included 100' of old pipe being replaced and also the removal of an old, non-operational furnace.

Mr. Fore stated he would be happy to answer any questions Council may have pertaining to these projects or any other ongoing projects of the town.

### 4. Citizen's Time (Non-Agenda Items Only)

Mayor Mattox asked if there were any citizen(s) present wishing to address Council with a comment, concern, or item regarding a subject that was not listed on the January 11th, 2022, Council Meeting Agenda, to which there were none.

### 5. Town/Community Partner Updates

#### A. Altavista Area Chamber of Commerce (the Chamber)

- Chamber of Commerce Executive Director Grace Mattox shared with Town Council a brief overview of the Chamber's most recent activities. She informed Council of the Chamber's recent changes in Board Members.

#### Terms Ended in December 2021:

Susan Hammack  
Kathy Davis  
Nathan Dowdy

#### New Board Members as of January 1st, 2022:

Lori Watkins, State Farm  
Tim Cody, Abbott Laboratories  
Peyton Hogan, Moore's Electric – new Treasurer.

## Town Council Regular Meeting January 11th, 2022

Ms. Mattox stated that Brent Ashwell would stay on the board one more year to fill Mike Towler's obligations, and APD Captain Kenny Moorefield continued to fill in as the liaison for the Town of Altavista.

- Ms. Mattox informed Council the Chamber Board would be meeting that next evening and she would keep Council updated on their intended events and activities for 2022. She stated the Chamber's Annual Member's Dinner was tentatively scheduled for April 30th, and due to COVID still lingering, the event would be held outside this year.

Mayor Mattox thanked Ms. Mattox for the Chamber of Commerce updates and for the work they do for the community.

### B. Altavista On Track (AOT)

Altavista's Main Street Coordinator and AOT's Executive Director, George Sandridge, gave Town Council a brief update on Altavista On Track's current and upcoming events.

- Mr. Sandridge referenced the 2021 Town of Altavista Christmas ornament featuring the Vista Theater and informed everyone there were still some available, now at a discounted price of \$5, and could be picked up at the Town Hall office. He stated there were also a few 2020 ornaments available showcasing Altavista's library for \$3.
- Mr. Sandridge stated that AOT was currently working to finalize the plans for the new Altavista River Fest event to be held in the spring at English Park. He stated AOT was working to identify food trucks and various entertainment for the event. He said that AOT was excited to offer the Altavista community a "family oriented" event.
- Mr. Sandridge concluded his updates by informing Council that AOT's monthly meeting for January had been moved from the 13th to the 20th.

Mr. Sandridge said he was happy to answer any questions Town Council may have, to which there were none.

Mayor Mattox thanked Mr. Sandridge for the AOT updates and thanked AOT for the work they do for the Town of Altavista and its community.

### 6. Consent Agenda

A. Altavista Community Transit System Title VI Plan/Document

B. Acceptance of Monthly Financial Reports

- December 2021 Check Register and Revenue & Expenditure Reports

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the January 11th, 2022, Consent Agenda, to which there were none.

Councilman Tim George made a motion, seconded by Councilman Tracy Emerson, to approve the January 11th Council Meeting Consent Agenda as presented.

Motion carried.

Vote:	Dr. Scott Lowman	Yes
	Mr. Tim George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

## Town Council Regular Meeting January 11th, 2022

### 7. Public Hearings

There were no public hearings scheduled for this date.

### 8. New Business

#### A. Town of Altavista Visitor's Center Update

##### Background:

In January 2020, Campbell County Public Library Director Jordan Welborn pitched an idea to Town Council for a partnership between Campbell County libraries and the Town of Altavista by taking advantage of existing staff, materials, and infrastructure to provide a visitors center in an underutilized room of the Staunton River Memorial Library (in Altavista). The library would serve as a destination for local and regional tourist information, as well as a revamped exhibit space. Ms. Welborn requested a one-time funding of \$6,000 from the town, and said the funds would help transform the existing space with new furnishings, a fresh coat of paint, display cases, and brochure racks. She suggested the room have a TV to provide an audiovisual element to the exhibit space and also stated signage would be placed around town to direct tourists to the center.

Community Development Director Sharon Williams introduced Ms. Jordan Welborn, Director, Campbell County Public Library System & Campbell County Department of Citizen Engagement and Quality of Life, to provide an update to Town Council on the Altavista Visitors Center at the Staunton River Memorial Library.

Ms. Welborn stated, due to the COVID pandemic, the fore-mentioned room designated for the visitor center had been unavailable for several months. She informed Council that the project was now back on track and moving forward.

Ms. Welborn informed Town Council that Public Works had completed the painting of the room, the furniture and fixtures were ordered and received, and a grand opening would be scheduled for spring 2022. She stated she would keep Council informed of the date.

Ms. Welborn stated, once the visitors center project was complete, she would apply for the space and location to be a "Certified Visitor Center" with the state, which was a positive asset for the town, the county, and the region.

Vice Mayor Bennett asked how many visitor centers were in Campbell County.

Ms. Welborn stated the Altavista center was the only one currently in the planning stage.

Mr. Bennett asked what area(s) Altavista's Visitors Center would promote/advertise.

Ms. Welborn stated, being the only one in the county, the Staunton River Memorial Library in Altavista would ideally recognize the town, the county, and the region, with information pertaining to hotels, tourist attractions, etc. of all three.

Ms. Welborn informed Town Council, if the Altavista Visitors Center became certified, it would share its information with other certified centers across the state, and accordingly, offer the other center's information in Altavista's center.

Mr. Bennett asked what the hours of operation would be for the visitors center.

Ms. Welborn stated the hours would be the same as the library hours of operation, which were Monday-Friday, 9:30am-5:30pm and 9:30am-1pm on Saturday. She stated, to be certified, the library would need to also be open on Sunday, which they planned to accommodate once the visitors center was completed and ready for visitors.

## Town Council Regular Meeting January 11th, 2022

Ms. Welborn stated she believed having Sunday hours would benefit both visitors to town and local citizens.

With no additional questions, Mayor Mattox thanked Ms. Welborn for the Altavista Visitors Center update and for the work she does for the community.

### B. Altavista Police Department (APD) Discussion RE: Byrne/Justice Assistance Grant Program

Background:

In October 2021, Town Council approved the Police Department applying for the Byrne/Justice Assistance Grant for the purpose of purchasing a portable radar speed trailer/message board, which would allow the sign to be deployed at various locations to deter speeding and also to convey messages to the public when needed.

APD Police Chief Tommy Merricks informed Town Council that the Altavista PD was awarded the Byrne Justice Assistance Grant in the amount of \$16,500, of which \$4,125 was required to be matched by the Town of Altavista.

Chief Merricks stated the grant period was January 1st through September 30th, 2022. He recommended, due to the recent slowdown in delivery times, that the purchase be made now, which would allow the transaction to be completed during the grant period.

Chief Merricks informed Council the APD had enough money in its Forfeiture Fund to cover the cost of the town's required match of \$4,125.

Councilman Jay Higginbotham made a motion, seconded by Councilman Tracy Emerson, to approve Chief Merricks request and allow the Altavista Police Department to move forward with the purchase of a message board/speed sign by utilizing the Byrne Justice Grant funds and funds from the APD Forfeiture Fund.

Mayor Mattox asked Council if they had any questions pertaining to this item/request.

Councilman Mitchell asked if the town was able to rent out the message board/speed sign.

Chief Merricks stated, since the item was acquired through grant funding, he believed it would need to stay within the town's jurisdiction and not be considered rentable.

Motion carried

Vote:	Dr. Scott Lowman	Yes
	Mr. Tim George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

Mayor Mattox stated, on behalf of Town Council and Town Staff, he would like to thank Chief Merricks and his helpers, Public Services Director Tom Fore, Vice Mayor Bennett, and Councilman Mitchell, for the outstanding BBQ lunch served to Town Staff at the recent Christmas Dinner. He stated it was well-received and he intended to continue the tradition each year moving forward.

## Town Council Regular Meeting January 11th, 2022

### C. Town Council 2022 Retreat Consideration

#### Background:

Every two years, Town Council schedules a Council Retreat Work Session. The extra session provides Council with an opportunity to discuss their vision and goals for the town; and to update the previous workplan or develop a new plan with guidelines to help carry out their goals. Kimble Payne, The Berkley Group, facilitated the previous retreat.

Altavista's new Town Manager Gary Shanaberger addressed Town Council in regard to this item. He asked for Council's input on whether they wished to have a 2022 retreat.

Mayor Mattox shared his favor in having a 2022 Council Retreat/Work Session. He stated he believed it was a good way to follow up on Council's goals and objectives from the year before, and to establish new ones if needed.

Mayor Mattox asked for Council's input on the matter.

Councilman Emerson stated, if the new Spark Innovation Center was complete by the date scheduled for the retreat, he suggested having the meeting in that facility.

There was a consensus of Council to do so.

Vice Mayor Bennett suggested also reserving the Train Station in case the Spark Innovation Center was not ready on the desired date.

Councilman Mitchell shared his favor in holding the Town Council Retreat/Work Session every year to keep a fresh perspective on the town's current needs for Council's consideration during establishing yearly goals.

Mayor Mattox asked Finance Director Tobie Shelton, if a 2022 Council Retreat was approved, was there a line item in the current budget to cover the cost of the retreat, to which Mrs. Shelton answered there was.

Town Manager Gary Shanaberger asked for a date Council would like to have their retreat.

Councilman Emerson suggested having the retreat be in early June before people go on vacations; and giving ample time for the Spark center to be ready for use. All Town Council members concurred.

Councilman Wayne Mitchell made a motion, seconded by Vice Mayor Reggie Bennett, to approve Tuesday, June 7th, as the date for the 2022 Council Retreat/Work Session. The motion also included authorizing Town Staff to contact Kimble Payne, The Berkley Group, to inquire if he would be available to facilitate the meeting.

#### Motion carried

Vote:	Dr. Scott Lowman	Yes
	Mr. Tim George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

### D. FY2023-2027 Draft Capital Improvement Plan (CIP) Distribution

#### Background:

During last year's budget process, it was the consensus of Town Council to receive the proposed CIP plan/budget much earlier in the budget process.

## Town Council Regular Meeting January 11th, 2022

Tobie Shelton, Town Treasurer and Finance Director, stated Town Council was given five departments at their December meeting to begin the budget process: Administration, Public Works, Community Development, Police Department, and Avoca.

Mrs. Shelton stated Council was receiving the Capital Improvement Plan (CIP) project sheets that evening, detailing large capital projects and equipment purchases, with their associated funding options, for the Utilities Department, which included the Water and Wastewater Departments. She said they would be receiving the CIP project sheets for the remaining department, Parks and Recreation, at the January Work Session.

Mrs. Shelton provided Council with a brief overview of the equipment purchases and CIP projects that staff (Utilities) was proposing be put in place over the next five years.

Mrs. Shelton pointed out that staff had suggested utilizing ARPA funds (American Rescue Plan Act) for two of the FY2023 projects: the Advanced Water Meter System project and the Spring Site Infrastructure Improvement project, which would both follow under the ARPA policy.

Mrs. Shelton stated the remaining projects were in the previous five-year budget plan and accordingly, were moved up to the current fiscal year. She stated she and Mr. Fore (Interim Public Services Director) were available for any questions Council may have pertaining to the presented draft CIP plan for the Utilities Department.

Councilman Mitchell asked if there were any “surplus” funds available from the previous fiscal year that could be utilized to help cover the cost for the unfunded projects.

Mrs. Shelton stated surplus funds were always placed in the town’s Reserve Fund and it would be up to Council whether to use the Reserve Fund, borrowings, or seek available grant funding to cover the cost of unfunded projects.

Mrs. Shelton informed Council that she had a meeting scheduled the next day with Davenport, the town’s financial advisors, which would also include Town Manager Gary Shanaberger and Interim Public Services Director Tom Fore.

Mrs. Shelton stated they would be discussing the town’s debt, borrowings, and the current utility increase plan, which was only effective one more year, and how to move forward.

Councilman George referenced one of the proposed CIP items, an Advanced Water Meter System, and asked how much it currently costed the town for an employee to read each of its utility customers water meters.

Mr. Fore stated the cost was approximately half of the employee’s salary, which also included extra readings for new accounts and reads for issues in-between billings. He stated the new meters would save the town money overtime and allow the employee to be utilized for other projects.

Mr. Fore referenced the ARPA funds the town had received and stated the water meter project was an item that fell under the qualified projects for use of the funds, so he believed now was a good time for the town to consider upgrading its system to the new meters.

Mr. Fore stated the advanced meters also helped his department find potential issues faster, which allowed them to notify the customer when the issue begins, rather than finding out when they receive their utility bill, which saves the customer money.

Mr. Fore stated there were a lot of localities starting to move in this direction and installing the new Advanced Meter System.

Councilman Mitchell asked Mr. Fore if he knew the percentage of localities that were using the new system.



## Town Council Regular Meeting January 11th, 2022

Mr. Fore stated, due to ARPA funds being available for infrastructure improvements, he believed more than 50% of the localities across the United States were taking advantage of the funds to upgrading their meter system while replacing old service lines.

Mr. Mitchell asked if the project cost included the installation of the new meters.

Mr. Fore stated it did, and also training the town's operators to be familiar with the new meters, as well as connecting the new meters to the town's existing system.

Mayor Mattox asked the cost of each meter and its life-expectancy.

Mr. Fore stated the individual cost for each new meter was \$200 and had a 10-12 year life expectancy. He stated any water meter needed to be changed out at 1 million gallons, which most homes reached in about 15-20 years, unless a large family lived at the residence

There were no other questions from Council regarding the Water Department portion of the Utilities draft CIP.

Mrs. Shelton moved forward with an overview of the Wastewater Department's draft CIP. She stated this department also had a project that could be funded with ARPA, Upgrading the UV Light System.

Mrs. Shelton stated the Electrical Upgrade Project was already funded and was in its last stage of completion; and the Lynch Creek Project was funding through SNAP borrowing. She stated the remaining proposed projects would need funding identified.

Councilman Mitchell stated, since his tablet did not color-code the proposed items, he asked Mrs. Shelton for a copy of the draft CIP.

Mrs. Shelton stated she would email each Council member a copy of the Utilities draft CIP.

With there being no further comments or questions from Town Council regarding the Utilities FY2023 draft CIP, Mayor Mattox thanked Mrs. Shelton for the CIP presentation.

### 9. Unfinished Business

#### A. Altavista Public Services – Mechanic's Truck (2022 CIP Item)

Background:

The Public Works' shop mechanic and the Utilities' facilities maintenance mechanic specialist need this equipment to be able to repair equipment for all locations when the equipment cannot be brought into the shop to be repaired.

Public Services Interim Director Tom Fore reminded Council that staff budgeted \$105,000 for the Mechanic Truck CIP item. He informed Council that the lowest bid for the truck came in at \$121,250, a difference of \$16,250.

Mr. Fore stated staff had identified unexpended funds appropriated from other FY2022 CIP purchases, that could help cover the cost difference for the mechanic truck. He asked Council to consider allowing staff to utilize the unexpended funds for this item.

Councilman Higginbotham asked what equipment was on a mechanic truck.

Mr. Fore stated a mechanic truck held all the tools necessary to repair a work vehicle while out on field calls that could not make it back to the shop, including a welder.

## Town Council Regular Meeting January 11th, 2022

There was a consensus of Town Council to approve staff's request.

Councilman Tracy Emerson made a motion, seconded by Councilman Wayne Mitchell to authorize Town Staff to utilize unexpended funds, in the amount of \$16,250, towards the purchase of a new mechanic truck totaling \$121,250.

Motion carried.

Vote:	Dr. Scott Lowman	Yes
	Mr. Tim George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

### 10. Reports and Communication

- A. December 2021 Departmental Reports
- B. Council Monthly Calendars – December 2021 and January 2022
- C. Informational Items

The Departmental Reports and Council Calendars were delivered to Town Council on an earlier date, with their January Regular Council Meeting Agenda Pre-Packet.

Interim Public Services Director Tom Fore referenced the new (second) bridge for the Jenks River Trail in English Park and informed Council the town had received the permit to move forward with installing the new bridge. He stated, once Jeff Arthur, Public Works Manager, finishes reviewing the plans, the process of building the bridge will move forward.

Councilman Higginbotham asked if the bridge was ordered and when it would arrive.

Mr. Fore confirmed the bridge had been ordered. He stated the project would move forward once the plans had been reviewed. He stated the project would be completed by spring.

Mr. Fore also referenced the Bank Restoration Project located behind the YMCA Family Center stating the project was moving forward as planned. He informed Council there may be a fund contribution to the town that would help pay for this project.

Mayor Mattox asked Town Council if they had any further questions, comments, or concerns in regard to the monthly reports.

At this time, Community Development Director Sharon Williams addressed Council. She referenced the Reader's Choice Award the Town of Altavista recently received from the News & Advance, recognizing the English Park Splash Pad.

Ms. Williams asked if Council would like staff to order a banner to be placed in English Park pertaining to the award recognition of the splash pad. She stated, if approved, the Community Development Department Budget would absorb the \$100 cost of the banner.

There was a unanimous consensus of Town Council to do so.

### 11. Matters from Council

Mayor Mattox asked Town Council if they had any additional concerns or items for discussion.

- Councilman George asked for an update on the previously approved peer analysis for an employee compensation study.

## Town Council Regular Meeting January 11th, 2022

Mrs. Shelton stated staff advertised for RFPs for this item, but only received one response.

Town Manager Gary Shanaberger informed Council that the town's Interim Town Manager, Clarence Monday, with the Berkley Group offered to perform the task for \$9,000. He stated the cost would include reviewing/updating the town's employee handbook.

Mr. Shanaberger, confirmed by Mrs. Shelton, stated this task fell under Mr. Monday's contract with the Berkley Group. He stated, if Council approved, Mr. Monday would have the task completed in six to eight weeks.

Mayor Mattox asked how the item would be funded.

Mrs. Shelton stated staff had identified available funds in the existing budget that Council had previously approved that would be used for this item.

There was a unanimous consensus of Town Council to have Mr. Monday, with the Berkey Group, to move forward with the compensation study and employee handbook update; and to utilize the existing funds in the current budget to pay for the work to be done.

- Mayor Mattox referenced an item previously discussed by Council: for a piece of property currently owned by the Town of Altavista to be transferred to the AEDA. He stated the subject needed to be resolved on how to move forward.

Councilman Mitchell stated he thought this matter had been previously voted on and approved by Council.

Town Attorney, John Eller, stated he did not believe this matter had been voted on for any property recently.

Vice Mayor Bennett stated he remembered the previous conversation on this matter and stated, at that time, it was unclear whether the AEDA wanted the property.

Councilman Mitchell stated, as Town Council's liaison to the AEDA, he suggested a joint meeting between the AEDA and Town Council to resolve the matter. He stated, with Council's approval, he would bring the item to the AEDA at their next meeting later that month, to which Council concurred.

Mayor Mattox asked that the item be placed on a future agenda for further discussion and consideration.

Councilman Higginbotham referenced a piece of property recently purchased by the town and asked if a boundary-line adjustment had been done.

Interim Public Services Director Tom Fore stated the Interim Town Manager submitted the information to the county. He suggested the Town Manager contact Campbell County to verify that the property had been annexed into the town.

Community Development Director, Sharon Williams, reminded Council that any property purchased by the town was required to be evaluated and zoned correctly, if needed, and a boarder-line adjustment created if necessary.

There were no further comments from Council on this matter.

- Vice Mayor Bennett recognized a citizen for attending their first meeting that evening. He thanked the citizen for attending.

## Town Council Regular Meeting January 11th, 2022

- Councilman Emerson suggested AOT consider having additional “river” activities and/or festivals and events to help promote the town and its parks and river access.

Main Street Coordinator George Sandridge stated that AOT and the Chamber of Commerce could work together and discuss adding more river activities at English Park, and potentially coinciding with the Altavista River Fest in the spring.

Mayor Mattox stated, on behalf of Town Council, he thanked George Sandridge, Altavista’s Main Street Coordinator and Altavista On Track’s Executive Director, for the work he did during his time with the Town of Altavista, as Mr. Sandridge’s last day would be that Friday, January 14th.

### 12. Closed Session

I move that the Altavista Town Council convene in Closed Session in accordance with the provisions set out in the Code of Virginia, 1950, as amended,

*Section 2.2-3711 (A)(5) Discussion concerning a prospective business or industry or the expansion of an existing industry where no previous announcement has been made of the business’ or industry’s interest in locating or expanding its facilities in the community.*

*A motion was made by Vice Mayor Reggie Bennett, seconded by Councilman Tracy Emerson. Motion carried.*

<i>VOTE:</i>	<i>Dr. Scott Lowman</i>	<i>Yes</i>		
	<i>Mr. Timothy George</i>	<i>Yes</i>	<i>Vice Mayor Bennett</i>	<i>Yes</i>
	<i>Mr. Jay Higginbotham</i>	<i>Yes</i>	<i>Mr. Tracy Emerson</i>	<i>Yes</i>
	<i>Mayor Mike Mattox</i>	<i>Yes</i>	<i>Mr. Wayne Mitchell</i>	<i>Yes</i>

*Town Council went into Closed Session at 7:07 p.m.  
Notice was given that Council was back in regular session at 7:48 p.m.*

*FOLLOWING CLOSED SESSION: A motion was made by Vice Mayor Bennett, seconded by Councilman Emerson, to adopt the certification of a closed meeting.*

*CERTIFICATION OF CLOSED MEETING WHEREAS, the Town Council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with provisions of The Virginia Freedom of Information Act; and*

*WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;*

*NOW, THEREFORE, BE IT RESOLVED the Town Council hereby certifies, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Town Council.*

<i>VOTE:</i>	<i>Dr. Scott Lowman</i>	<i>Yes</i>		
	<i>Mr. Timothy George</i>	<i>Yes</i>	<i>Vice Mayor Bennett</i>	<i>Yes</i>
	<i>Mr. Jay Higginbotham</i>	<i>Yes</i>	<i>Mr. Tracy Emerson</i>	<i>Yes</i>
	<i>Mayor Mike Mattox</i>	<i>Yes</i>	<i>Mr. Wayne Mitchell</i>	<i>Yes</i>

Notice was given to Staff by Town Manager Gary Shanaberger there were no official actions taken by Town Council during this evening’s Closed Session.

## Town Council Regular Meeting January 11th, 2022

### 13. Adjournment

Mayor Mattox asked if there was anything else to bring before Town Council or any additional comments or concerns from Council, to which there were none.

Mayor Mattox adjourned the meeting at 7:52 p.m.

---

Mayor Michael Mattox

---

Town Manager Gary Shanaberger, Clerk