

## Town Council Regular Meeting July 12th, 2022

The Altavista Town Council held their July 2022 regular meeting in Council Chambers of the Town Hall/J.R. Burgess Municipal Building, 510 Seventh Street, on Tuesday, July 12th, at 6 p.m.

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  
Dr. Scott Lowman  
Mayor Michael Mattox

Absent: Mr. Jay Higginbotham  
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. Tom Fore, Public Services Director  
Ms. Sharon D. Williams, Community Development Director  
Mr. Jeff Arthur, Public Works Manager  
Mr. John Eller, Town Attorney  
Mrs. Crystal Hailey, Assistant Town Clerk

Pastor David Sage, Grace Community 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 Council of two amendments to the July 12th meeting agenda:

- o A Closed Session was added to Agenda Section #12.
- o Added to Section #8: ARS Program - Income Plan

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the July 12th meeting agenda, to which there were none.

Vice Mayor Reggie Bennett made a motion, seconded by Councilman Tracy Emerson, to approve the July 12th, 2022, Altavista Town Council Meeting Agenda as amended.

Motion carried

Vote:	Dr. Scott Lowman	Yes
	Mr. Tim George	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Reggie Bennett	Yes
	Mr. Tracy Emerson	Yes

### 3. Recognitions and Presentations

#### A. Town of Altavista Personnel Changes - June 2022

##### Milestone(s):

None to report for June 2022

##### New Hire Listing:

Brandon Snider	Utilities Dept.	Maintenance Worker
Tristen Baldwin	Public Works	Maintenance Worker/Streets
Jeremy Fish	Public Works	Maintenance Worker/Utilities
Michael Nava	Public Works	Sr. Maintenance Specialist/B&G

##### Departure Listing:

Alan Adkins	Public Works	Sr. Maintenance Specialist
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## Town Council Regular Meeting July 12th, 2022

### 4. Citizen's Time

- Public Works Manager Jeff Arthur introduced one of the town's new hires that was able to attend the meeting that evening, Michael Nave.

Mayor Mattox and Council welcomed Mr. Nave to the Town of Altavista.

There were no other citizens to come before Town Council.

### 5. Town/Community Partner Updates

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

Mrs. Codie Cyrus, Chamber Chair, came before Council with an update on the Chamber's upcoming Back-to-School Carnival, being held on Friday, August 19th and Saturday, August 20th in English Park. She stated the event start time for Friday had been changed from 5:00 to 6:00 pm, due to the library holding an event the same evening. She said the Chamber wanted to give people the time to attend both events if they wanted to.

#### B. Altavista On Track (AOT)

AOT Executive Director David Green briefed Town Council on AOT's current activities and upcoming events. Mr. Green stated he was happy to be working for the Town of Altavista again and looked forward to working with Town Staff, Town Council, and the town's many organizational partners on future endeavors.

- Mr. Green stated AOT continued to work on the Vista BBQ Fest plans for Saturday, October 1st. He shared his excitement for this year's event (2022) being sanctioned a Kansas City BBQ Society Event. He stated he believed the new sanction would draw more attendees and visitors to Altavista.
- Mr. Green informed Council that the Chamber was partnering with the Altavista Police Department on Tuesday, August 2nd for the APD's National Night Out event, and stated he looked forward to working with Chief Merricks for this community event.
- Mr. Green stated the AOT was also partnering with the Staunton River Memorial Library, located in Downtown Altavista, for their Back-to-School Community Block Party being held on Friday, August 19th.

Mr. Green stated, although he was only seven days into his new role as AOT's Executive Director, he had spoken with a lot of the Downtown business owners and had positive responses. Mr. Green referenced the new Spark Innovation Center soon to be open in the Downtown District and stated he intended to help the town make the center a success.

### 6. Consent Agenda

- FY2022 Budget Amendments and Departmental Transfers
- TOA Monthly Financial Reports - June 2022
- Town Council Meeting Minutes
  - Town Council Regular Meeting 4.12.22
  - Town Council Work Session 4.26.22
  - Town Council Regular Meeting 5.10.22
- English Park - Beverage Vending Machine
- Resolution of Purchase – Addition of property to McMinnis Springs
- Utilities Purchase Resolution – from CCUSA for DFBMC

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the July 12th Consent Agenda, to which there were none.

## Town Council Regular Meeting July 12th, 2022

Councilman Tracy Emerson made a motion, seconded by Councilman Scott Lowman, to approve the July 12, 2022, Council Meeting Consent Agenda as presented.

Motion carried.

Vote:	Dr. Scott Lowman	Yes
	Mr. Tim George	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Reggie Bennett	Yes
	Mr. Tracy Emerson	Yes

### 7. Public Hearings

There were no public hearings conducted on this date.

### 8. New Business

#### A. Special Event Permit Request - T&C Promotions

Assistant Town Manager Matt Perkins gave Council a brief description of T&C Promotions' Special Event Permit request, stating that T&C Promotions had expressed an interest in revitalizing the Town of Altavista's Uncle Billy's Day Festival, and accordingly had submitted a Special Event Permit for the use of English Park and the Booker Building for June 2nd and 3rd, 2023.

Mr. Perkins informed Council that T&C's Special Event Permit also included a \$20,000 town donation request. He stated, if approved, staff would look for the funds within the budget, or pull the funds from reserves. He said Tony Clifton was present to answer any questions that Council may have regarding the Special Event Permit and/or the event plans

Mr. Tony Clifton, T&C Productions, stated, since the event had not been held in three years, the event planning team suggested that the 2023 event be named "Uncle Billy's Reunion", and the years following return to Uncle Billy's Day Festival.

Mr. Clifton informed Council that T&C recently held an event planning meeting with the Altavista Police Department, the Chamber of Commerce, and Avoca Museum; and was in contact with several other organizations that would be helping with the event, if approved.

Mr. Clifton referenced the "one-time" \$20,000 donation requested in his Special Event Permit application. He stated, if awarded, the funds would be used towards marketing the event and securing the music entertainment/bands.

Mr. Clifton stated it was his intent to bring the Uncle Billy's Day Festival back for the Town of Altavista, and he would strive to make it bigger and better. He referenced Altavista's Fire Chief, John Tucker, and stated, with Mr. Tucker's previous experience with the event, he believed the venture would be a great success.

Mr. Tucker stated he believed having the Chamber of Commerce, Avoca, Altavista On Track, and other town organizations on the event planning committee was the key to making the Uncle Billy's Day Festival a success. He stated the festival was a long-time tradition in Altavista's favored history and it was his desire to help bring the event back to the Altavista community.

Vice Mayor Bennett shared his appreciation with the multiple organizations working together to help make this event possible again. He stated that he liked the proposed name, Uncle Billy's Reunion, and believed the event would be well received by the community.

Mayor Mattox asked if Council had any additional questions, to which there were none.

There was a consensus of Town Council for T&C Productions to move forward with planning the 2023 Uncle Billy's Reunion event.

## Town Council Regular Meeting July 12th, 2022

### B. Urban Archery Season/Bow Hunting on Town-owned Land

Background:

The Urban Archery Season Program gives hunters one month (September 3rd–September 30th, 2022, before and three months after (January 8th - March 26th, 2023) regular deer season, in which only antlerless deer can be taken. Bow hunting in town is also permitted during the general deer season (October 2 – January 1) in which bucks (male deer) can also be harvested per the regulations. Urban archery is governed by General Urban Archery Regulations, but localities can also adopt their own local restrictions.

Assistant Town Manager Matt Perkins informed Town Council that the General Assembly passed, and the Governor approved hunting on Sundays for the state of Virginia. He stated staff was seeking Council’s consideration to amend town policy to reflect the allowance of hunting on Sundays.

Mayor Mattox asked if Council had any additional questions, to which there were none.

Councilman Tracy Emerson made a motion, seconded by Vice Mayor Reggie Bennett, to approve the 2022-2023 Urban Archery Season Hunting Program for the Town of Altavista, to include an amendment to Town Policy to allow bow hunting on Sundays.

Motion carried.

Vote:	Dr. Scott Lowman	Yes
	Mr. Tim George	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Reggie Bennett	Yes
	Mr. Tracy Emerson	Yes

### C. Acquire, Renovate, and Sell (ARS) Grant Program - Design

Community Development Director, Sharon D. Williams, addressed Town Council regarding this item and the following four agenda items, all pertaining to the town’s Acquire, Renovate, and Sell (ARS) Program. She asked Mayor Mattox to allow her to discuss the items as a whole, and vote on them separately, to which he agreed.

Ms. Williams stated that the ARS program, a Department of Housing and Community Development (DHCD) Grant Program, allowed the town to build a new home on a vacant lot, or buy a substandard home and renovate the property; with either situation, the town would then sell the homes to first-time home buyers.

Ms. Williams informed Town Council that the DHCD required the town to submit its program design, and the design had been approved. She shared the design with Council.

Ms. Williams stated, at that time, staff was ready to proceed with the grant agreement, to which she was designated as the Altavista program’s Grant Administrator, and all financial documents would go through Altavista’s Finance Director, Tobie Shelton. She stated, if there were any complaints regarding the ARS program or process, the appeal would be heard by the Town Manager and potentially Town Council.

Ms. Williams said that interested individuals would need to meet qualification requirements to be considered for the program; and stated the program would also encourage “housing counseling”, offered by both the USDA and Virginia Housing.

Ms. Williams shared with Council her immediate goal to establish a “program team” consisting of herself as the Grant Administrator, the Assistant Town Manager Matt Perkins, Planning Commission Vice Chair Marie Mitchell, and potentially the Town Manager Gary Shanaberger. She said staff would also be partnering with the Virginia Technical Institute (VTI), located in Altavista, to utilize their students during the construction/renovation process, which would also benefit the students with experience.

## Town Council Regular Meeting July 12th, 2022

Ms. Williams informed Council that the Town of Altavista had committed to construct a new home on the town-owned property at 806 12th Street. She said staff would continue to seek other such properties for Altavista's ARS Program.

Ms. Williams stated, before the grant contract with DHCD could be finalized and executed, several certifications needed to be approved by Altavista's Town Council.

### D. ARS - Fair Housing Certification

*Compliance with Title VIII of the Civil Rights Act of 1968*

*Whereas, the Town of Altavista has been offered and intends to accept ARS Funds administered through the Virginia Department of Housing and Community Development AND Funded through the Virginia Housing Development Authority authorized under their REACH program, as amended, and*

*Whereas, recipients of funding for this program are required to take action to affirmatively further fair housing;*

*Therefore, the Town of Altavista agrees to take at least one action to affirmatively further fair housing each year, during the life of its program funded through ARS. The action taken will be selected from a list on page 2 provided by the Virginia Department of Housing and Community Development.*

Ms. Williams informed Council that the Town must adopt a Fair Housing Certification as a condition of participation in the Acquire, Renovate, Sell Program. She said for each program year in which the ARS Agreement is active, the provider (the Town) must take affirmative steps to further fair housing; and to meet this requirement, the provider must certify that it will undertake at least one fair housing activity in each program year.

Ms. Williams stated that the Fair Housing Certification was to be taken very seriously. She said the solicitation of potential home buyers, the housing counseling component, the sale of homes, and all activities relating to the ARS Program, must all be done in conformance with Title VI of the Civil Rights Act of 1968.

Councilman Tracy Emerson made a motion, seconded by Vice Mayor Reggie Bennett, to approve the Fair Housing Certification for the Town of Altavista as an acknowledgement of participation in the DHCD's Acquire-Renovate-Sell Program.

Motion carried.

Vote:	Dr. Scott Lowman	Yes
	Mr. Tim George	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Reggie Bennett	Yes
	Mr. Tracy Emerson	Yes

### E. ARS - Residential Anti-displacement and Relocation Assistance Plan Certification

Ms. Williams stated, under the ARS Grant Program, the town must adopt an Anti-Displacement Certification. She said, under the ARS Grant, all acquisitions must be voluntary, as no involuntary acquisitions would be approved. She stated, per the DHCD, the town shall seek marketed, unoccupied properties for acquisitions, such as foreclosures, tax sales, estate sales, auctions, abandoned, and/or vacant homes.

*Should the Town of Altavista encounter an occupied structure and continue with acquisition; the following certification will be upheld. The Town of Altavista will provide permanent relocation assistance to each LMI household displaced with leveraged funding sources. Up to Forty- Two (42) Months of Housing Assistance Payments shall be provided as outlined in Section 104 (d) of the Housing and Community Development Act of 1974, as amended, or the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as*

## Town Council Regular Meeting July 12th, 2022

*amended. DHCD written approval will be required in advance for any properties that will necessitate relocation assistance.*

*The Town of Altavista FY2023 project includes the following activities:*

- 1. The creation of a pool of contractors to use during the grant.*
- 2. Formation of a partnership with Virginia Technical Institute (VTI) to assist with lowering cost and providing hands-on training for their students.*
- 3. Construction one new single-family dwelling at 806 12th Street.*
- 4. Actively seeking properties where new homes can be built, or existing homes renovated.*

Councilman Tracy Emerson made a motion, seconded by Councilman Scott Lowman , to adopt the Residential Anti-displacement and Relocation Assistance Plan Certification for Altavista's ARS Program.

Motion carried.

Vote:	Dr. Scott Lowman	Yes
	Mr. Tim George	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Reggie Bennett	Yes
	Mr. Tracy Emerson	Yes

### F. ARS - Performance Pool Program Funds and Leveraged Funding Acknowledgement

Ms. Williams informed Town Council, as an ARS Grantee, the town must complete a Performance Pool Acknowledgement Form as part of the application process; and demonstrate the town had open line(s) of credit, allocated funds totaling at least \$200,000, or the financial capacity to acquire at least two properties at any given time.

*Whereas, the Town of Altavista has been offered and intends to accept ARS Funds administered through the Virginia Department of Housing and Community Development AND Funded through the Virginia Housing Development Authority authorized under their REACH program, as amended, and*

*The Town of Altavista acknowledges ARS funds are set up in a Performance Pool and released to Providers on a first come first service basis. Budgets will be allocated on a per property basis.*

*The Town of Altavista further acknowledges properties must be approved by the DHCD in advance, to draw ARS funds via a funding reservation form in CAMS. In addition to ARS renovation draws, the Provider can receive deliverable costs. All ARS deliverable costs are performancebased i.e., costs are paid only after the attainment of pre-determined thresholds. All Program Delivery fees will be limited to a maximum of \$2,000.00.*

Councilman Tracy Emerson made a motion, seconded by Councilman Tim George, to approve the resolution authorizing Town Staff to complete a Performance Pool Acknowledgement Form.

Motion carried.

Vote:	Dr. Scott Lowman	Yes
	Mr. Tim George	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Reggie Bennett	Yes
	Mr. Tracy Emerson	Yes

### G. ARS - Program Income Plan

Ms. Williams informed Town Council, as part of the ARS Grant, the town must adopt a plan for how proceeds from the sale of the home(s) would be used. She stated that the

## Town Council Regular Meeting July 12th, 2022

Provider (the Town) must develop a Program Income Plan for net proceeds from the sale of all ARS homes. She said the town would set aside ten percent of the net proceeds for administrative costs, and the remaining ninety percent would be dedicated to affordable housing efforts.

Ms. Williams shared a copy of the plan for Council's review and Mayor Mattox read the Plan aloud to be recorded in the meeting minutes.

The income generated from the Acquire, Renovate, Sell (ARS) Program is separated into two distinct categories and treated independently of one another.

1. ARS repayment:

The ARS funds repayment, after the sale of each home, will be treated as program income due and repayable to DHCD/VHDA. These funds are net of deliverable fees paid to the Provider and Rehab Specialist fees. Each home will have a tracking and completion report submitted by the Provider to determine the ARS repayment. These funds are due back to DHCD/VHDA within 30 days of the homebuyer's loan closing on each property.

2. Net Proceeds from the Sale of Each ARS Property:

Program income under Part II will be derived from the sale of each ARS Property. These program income funds will be generated in the Town of Altavista. All program income generated through net proceeds will be held by the Provider for continuance of affordable housing opportunities in a manner that will directly benefit low-moderate income residents in the Town of Altavista service area. Altavista's Program Income Plan

- Ten percent (10%) of the net proceeds will be used towards the Town's administrative costs.
- Ninety percent (90%) of the net proceeds will be used towards affordable housing opportunities.
- Town Council will determine the use of the program income based on the recommendation of the Town Manager, Assistant Town Manager, and Community Development Director. Once the decision is made the Community Development Director will have primary oversight over the program to assure the plan is followed.
- The Finance Director with the assistance of the Community Development Director will be responsible for providing financial reports to the management team and DHCD.
- If all the needs in the area have been met the town will seek to create a loan and/or grant pool for minor household repairs for LMI properties.
- Recognize this is a living document and will be updated throughout the program as the need arises.

3. ADMINISTRATION:

Program Income Part 1. The Town of Altavista will be responsible for receiving direct payments. The funds will be deposited in a non-interest-bearing escrow account and identified as revenue then immediately transmitted to DHCD. Funds will be accounted for separately on the Altavista's balance sheet as ARS Program Income Part 1. Program income shall be returned to DHCD's Financial Analyst.

Program Income Part 2. The Town of Altavista will implement the activities in accordance with the Program Design, and this Program Income Plan. The funds will be deposited in a non-interest bearing escrow account and identified as revenue. Funds will be accounted for separately on the Altavista's balance sheet as ARS Program Income Part 2.

I certify this is the approved plan for program income derived from the Acquire, Renovate, Sell Program. I further certify that the governing body fully intends to carry out this plan. I understand that the Virginia Department of Housing and Community Development will review the records maintained for program income funds. I understand that failure to follow this plan can lead to termination of Altavista's ARS funding.

## Town Council Regular Meeting July 12th, 2022

A motion was made by Vice Mayor Reggie Bennett, seconded by Councilman George, for Town Council to approve Altavista's Acquire-Renovate-Sell Program Income Plan as presented by Town Staff.

Motion carried.

Vote:	Dr. Scott Lowman	Yes
	Mr. Tim George	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Reggie Bennett	Yes
	Mr. Tracy Emerson	Yes

### 9. Unfinished Business

#### A. APD School Zone Speed Monitoring Camera System Program - Update

Altavista Police Chief Tommy Merricks stated the first use of this program ran from June 6th through July 1st, 2022, and issued tickets for approximately 758 speeding violations.

Chief Merricks said the program was generating a lot of public awareness pertaining to the speeding problem in the town's two school zones; however, there were a couple of issues that needed to be addressed with the camera systems at both locations.

Chief Merricks informed Council that there was a lack of signage informing citizens about the school zone cameras when traveling from side roads leading to Lynch Mill Road (where the elementary school is located). He asked Council to consider authorizing him to purchase three additional "blinking signs", costing an estimated \$7,500, for Ogden Road, Frazier Road, and Lakewood to help address this issue.

Chief Merricks stated he was also told that the school zone blinking signs were not operating correctly, leading to additional violations and speeding tickets; however, after some investigation, he found that the blinking signs were working correctly, but not synced with the camera system properly.

Chief Merricks stated, after consulting with the Town Manager, he drafted an affidavit for individuals to sign stating the lights were not blinking when they traveled through the school zone area and received their ticket. He stated he was working with the company that issues the speeding tickets, Alta mint, to have these violations dismissed.

Chief Merricks asked for direction from Council and stated he would be happy to answer any questions they may have pertaining to this matter and his request.

Mayor Mattox, which stated he had witnessed a classmate get killed on Bedford Avenue by a speeding vehicle, shared his concerns with the number of speeding violations that occurred during the short amount of time the monitoring system was in effect. He stated he was in favor of the speed monitoring system being in the school zones and would continue to support the program and to help the APD in any way he could.

Vice Mayor Bennett shared his favor with the school zone speed camera monitoring system and stated that he would also continue to support the program. He stated, since the initial start of the program had a few issues to be addressed, he suggested Chief Merricks request all speed violation tickets be dismissed and, after the issues were fixed, start the program when the new school year began, on Tuesday, August 16th.

Chief Merricks stated, if Council desired, he would investigate the possibility of doing so.

Council Emerson asked Chief Merricks if the Virginia Department of Transportation (VDOT) would help cover the cost of the three additional blinking signs he requested.



## Town Council Regular Meeting July 12th, 2022

Chief Merricks stated, after consulting with the Town Attorney, he found out that the State Code of Virginia regulated that a locality was responsible for the side road signage, and VDOT was only responsible for main roads.

Councilman Emerson asked if there was a grace amount over the posted speed limit before a speeding violation ticket was issued.

Chief Merricks stated the school zone speed was 25mph, and the camera monitoring system did not issue a ticket until a 35mph speed was reached, giving a (9)mph grace before issuing a speeding ticket.

Mr. Emerson stated that he was not sure whether allowing grace for speeding violations was the right thing to do because some individuals received multiple speeding tickets that should have learned from the first ticket they were issued to slow down.

Mr. Emerson shared his favor with continuing the program and fixing the initial issues the camera system had. He stated, if the program saved one child's life, it was worth the effort.

Mayor Mattox concurred with Councilman Emerson. He asked for Council's decision whether to authorize Chief Merricks to investigate the possibility of dismissing all of the speeding tickets issued by the school zone speed monitoring system between June 6th and July 1st.

There was a consensus of Town Council for Chief Merricks to consult with the ticket issuing company for allowance to dismiss all initial speeding violation tickets.

There was a unanimous consensus of Town Council for the APD to continue the school zone speed monitoring camera program in Altavista.

Town Finance Director Tobie Shelton asked Public Works Manager Jeff Arthur if Highway Funds could be utilized to purchase the three additional blinking signs.

Public Services Director Tom Fore stated that staff would confirm with VDOT whether the aforementioned signs were eligible for purchase with monies from the Highway Fund.

Mr. Arthur informed Chief Merricks there were solar-powered flashing signs available for such use.

Councilman Tracy Emerson made a motion, seconded by Vice Mayor Reggie Bennett, to approve Chief Merricks request to purchase three additional "blinking lights"/signs, estimated at \$7,500, for side roads leading to the school zone on Lynch Mill Road for Altavista's elementary school; and authorized Town Staff to investigate the possibility of using Highway Funds to cover the cost of the signs.

Motion carried.

VOTE:	Dr. Scott Lowman	Yes
	Mr. Tim George	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Reggie Bennett	Yes
	Mr. Tracy Emerson	Yes

At this time, Altavista Finance Director Tobie Shelton referenced Agenda Item #8.A: T&C Productions' Special Event Permit request for the Uncle Billy's Reunion on June 2nd and 3rd, 2023. She stated, since money (\$20,000) was part of the request, she asked Council to make an official motion and vote on this item.

## Town Council Regular Meeting July 12th, 2022

Mayor Mattox asked Staff if there would be \$20,000 of unexpended funds in the current budget that could be used for this purpose.

Mrs. Shelton answered, stating it was too early in the fiscal year to tell, but she was confident the funds would be covered by the end of the fiscal year.

Councilman Tracy Emerson made a motion, seconded by Vice Mayor Reggie Bennett, to approve T&C's Special Event Permit, including the \$20,000 fund request for seed monies to secure entertainment for the event, by either reappropriating unexpended funds or using Reserve funds. This approval included a stipulation that the \$20,000 be internally controlled by Finance Director Tobie Shelton with any/all invoices.

Motion carried.

VOTE:	Dr. Scott Lowman	Yes
	Mr. Tim George	Yes
	Mayor Mike Mattox	No
	Vice Mayor Reggie Bennett	Yes
	Mr. Tracy Emerson	Yes

Mayor Mattox shared his favor with the Uncle Billy's Reunion event, but stated he voted no because he did not want to see the \$20,000 come from reserves as stated in the motion.

### 10. Reports and Communication

- A. June 2022 Financial Reports
- B. June 2022 Departmental Reports
- C. Council Monthly Calendars – June and July

The Departmental Reports and Council Calendars were delivered to Town Council with their July Regular Council Meeting Agenda Pre-Packet.

Mayor Mattox asked the Town Manager and Department Directors if they had any additional comments pertaining to the monthly reports, to which there were none.

Vice Mayor Bennett referenced the town's ongoing sewer-line replacement project and asked staff to give an update on the progress of the project and what to expect during the replacement of the sewer line at the Trade Lot adjacent to Shreve Park and Memorial Park.

Public Works Manager Jeff Arthur informed Council that the intersection of 7 Street and Pittsylvania Avenue would be closed beginning at 8pm on Sunday night, July 17th. He stated the contractor would then start the day operations of replacing the sewer line beneath the parking lot of Shreve Park; the operation would move along the creek towards the YMCA and end at the railroad trestle.

Vice Mayor Bennett asked how long 7th Street would be closed to traffic.

Mr. Arthur stated it was not definite, but 7th Street should be open to through traffic by Monday morning. He said the entrance to Shreve Park from 7th Street would be closed until the sewer line was replaced in the parking lot, however, the back entrance to the YMCA from Franklin Avenue would remain open to provide access to the YMCA and War Memorial Park.

Mr. Arthur stated the APD and local fire company, as well as Campbell County Fire & Rescue would be notified of the project.

Vice Mayor Bennett suggested informing the public through the town's social media and website, to which Mr. Arthur stated it had already been posted.

## Town Council Regular Meeting July 12th, 2022

Councilman Emerson asked Mr. Arthur for an update on the Wayfinding Signage Project for English Park's trail system.

Mr. Arthur informed Council, keeping vacation time in mind, that staff was waiting for Mrs. Cottle to confirm a meeting date of either July 26th, 27th, or 28th.

Mr. Emerson also asked for a progress report for the second pedestrian bridge to be installed on the Jenks River Trail in English Park.

Public Services Director Tom Fore informed Council that staff were continuing their efforts to secure price quotes for installing the second pedestrian bridge. He stated it was staff's intent to get a feasible quote approved and the bridge installed by early September 2022.

### 11. Matters from Council

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

- Councilman Tracy Emerson referenced the National Center for Healthy Veterans (NCHV), located just outside the Town of Altavista, and a member of the NCHV Board of Directors, U.S. Brigadier General Jeffrey Horne. He informed Council that General Horne was planning to hold a 5K Run for veterans, and potentially local public safety officers. Mr. Emerson stated that he informed General Horne of the possibility of holding the event in English Park, which would be similar to Altavista's Annual Gibley Jog.
- Mayor Mattox thanked everyone attending the meeting that evening, Town Staff and visitors. He encouraged everyone to look out for one another.

### 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)(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. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

The motion was made by Vice Mayor Reggie Bennett, and seconded by Councilman Tracy Emerson.

Motion carried.

VOTE:	Dr. Scott Lowman	Yes	Vice Mayor Reggie Bennett	Yes
	Mr. Timothy George	Yes	Mr. Tracy Emerson	Yes
	Mayor Mike Mattox	Yes		
	Mr. Jay Higginbotham	Absent	Mr. Wayne Mitchell	Absent

Town Council went into Closed Session at 7:07 p.m.

Notice was given that Council was back in regular session at 7:26 p.m.

#### FOLLOWING CLOSED SESSION:

A motion was made by Vice Mayor Reggie Bennett, seconded by Councilman Tracy 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

## Town Council Regular Meeting July 12th, 2022

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.

VOTE:	Dr. Scott Lowman	Yes	Vice Mayor Reggie Bennett	Yes
	Mr. Timothy George	Yes	Mr. Tracy Emerson	Yes
	Mayor Mike Mattox	Yes		
	Mr. Jay Higginbotham	Absent	Mr. Wayne Mitchell	Absent

Notice was given to Staff by the Town Manager that no official actions were taken by Council pertaining to this closed session.

### 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 7:28 p.m.

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Michael Mattox, Mayor

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Gary Shanaberger, Town Clerk,  
Town Manager