

## Town Council Regular Meeting September 14, 2021

The Altavista Town Council held a regular scheduled meeting in Council Chambers of the Town Hall/ J.R. Burgess Municipal Building, 510 Seventh Street, on September 14, 2021 at 6:00 p.m.

1. At six o'clock p.m., Mayor Mike Mattox called the 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

Absent: Mr. Wayne Mitchell

Town Staff present: Mr. Clarence Monday, Interim Town Manager  
Mrs. Tobie Shelton, Treasurer/Finance Director  
Mr. Thomas Merricks, Altavista Chief of Police  
Mr. Jeff Arthur, Public Works B&G Supervisor  
Mr. Chuck Newman, Public Works Streets Supervisor  
Mr. Jake Roberts, Altavista Utilities  
Ms. Sharon D. Williams, Community Development Director  
Mr. George Sandridge, Main Street Coordinator  
Mr. John Eller, Town Attorney  
Mrs. Crystal Hailey, Administration

Rev. Eduardo Soto - Altavista Presbyterian 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 the September 14th Agenda.

- #9C. Unfinished Business: Town Council "Rules of Procedure"

Mayor Mattox suggested Council consider moving this item to their September Work Session.

There was a consensus of Town Council to do so.

Mayor Mattox asked Council if they had any questions, comments, or concerns in regard to the proposed September 14, 2021, Town Council Meeting Agenda, to which there were none.

Councilman Emerson made a motion, seconded by Councilman George, to approve the September 14th Town Council Meeting Agenda as amended.

### Motion carried

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

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## 3. Recognitions and Presentations

### A. Personnel Changes

The town's personnel changes since August 1st, 2021 consisted of:

- Milestones:

Steve Bond	Wastewater Department	30 years	8/12/2021
Bryan Mawyer	Water Department	5 years	8/15/2021
  
- New Hires:

Jeffery Ellis	Transit - PT Bus Driver		8/17/2021
Tonya Guthrie	Wastewater Trainee		8/23/2021
Joshua Farmer	WW/WP Asst. Mechanic		8/30/2021
  
- Departures:

Waverly Coggsdale	Administration Town Manager		8/06/2021
David Garrett	Public Works Director		8/13/2021
Tom Fore	Utilities Director		8/31/2021
Alvis Carr	Transit - PT Bus Driver		8/13/2021
Tony Hines	Transit - PT Bus Driver		8/30/2021

At this time, Mayor Mattox asked the Interim Town Manager, Clarence Monday to introduce himself and share with everyone some of his background and previous experience.

Mr. Monday thanked Town Council for the opportunity to serve as the Interim Town Manager for the Altavista community. He stated he has thirty-three years of experience in public service, including law enforcement, Fire/EMS, and government administration.

Mr. Monday stated his previous "Interim" positions had been very rewarding. He stated he enjoys meeting new people and developing working relationships. He informed Council that he still reads the newspapers from the previous localities he has worked, in order to keep up with the continuation of projects he helped work on.

Mr. Monday stated he enjoyed developing working and business relationships and strives to make a positive impact for the citizens and communities he works for. He stated he would do everything he could to help Town Council and Town Staff during his interim timeframe with the town, including helping the Town of Altavista find its next Town Manager.

Mayor Mattox and Town Council thanked Mr. Monday for taking on the responsibility of Altavista's Interim Town Manager.

Mayor Mattox also took this time to thank attending employees Jeff Arthur, Public Works Building and Grounds Supervisor, Chuck Newman, Public Works Streets Supervisor, and Jake Roberts, Public Works Utility Supervisor, for the work they do for the Altavista community.

## 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 September 14th, 2021, Council Meeting Agenda.

Ms. Shelia Williams, 1707 Eudora Lane, Altavista, came before Council on behalf of the newly organized non-profit, Mosely Heights Community Project Team.

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Ms. Williams informed Council of Mr. Barnwell's recent tragedy of losing his home to fire, which occurred only two weeks after the passing of his wife. She stated, initially the fundraising event was intended to help only the Barnwell family, however, the scope of the project grew, and she realized there were others in the Moseley Heights community in need as well. She stated that is how and why the Moseley Heights Community Project Team organization was developed.

Ms. Williams asked Town Council to consider allowing the organization to hold their first fundraising event, a 5K Run, at Shreve Park in Altavista on October 30th. She asked Council to also consider waiving the \$50 fee for the large pavilion rental during the event that day.

Ms. Williams stated the 5K Run was scheduled to take place from 11:00 a.m. - 2:00 p.m., with registration beginning at 10 a.m. She stated the organization intended to have refreshments and community based activities at the pavilion until 5:00 p.m.

Mayor Mattox asked APD Chief Merricks if there would be any issues with the Moseley Heights organization using Shreve Park and the Altavista Trade Lot's parking lot that day.

Chief Merricks stated his manpower was currently limited, but the police department would help in any way they could. He asked that Ms. Williams provide him with the event plans and route of the 5K Run, to which Ms. Williams stated she had everything ready that evening to share with him.

Mayor Mattox asked Town Council for their input on this request.

Town Council was in consensus to allow the event, and to waive the \$50 pavilion rental fee.

Mayor Mattox told Ms. Williams he would be happy to supply ice from his store for the event.

Mayor Mattox asked Council if they had any questions for Ms. Williams.

Councilman George asked Ms. Williams if she had contacted the YMCA to find out if there were any ballgames on October 30th.

Ms. Williams stated she did, and there were a couple of YMCA games in the morning on that day, but she felt there wouldn't be an issue with the overlapping schedules.

Mayor Mattox stated there was parking available at the YMCA for their games, as well as parking at the Trade Lot and the town's public parking area up the hill that could be utilized for both the event and the ballgames. He asked Ms. Williams to coordinate their parking information and needs with the YMCA before the event day.

Ms. Williams stated the Pastor of the First Church of Jesus had also agreed to allow parking at their facility, and the Moseley Heights Community Project Team would coordinate a shuttle.

Ms. Williams stated she would keep Town Council updated on the event.

Mayor Mattox thanked Ms. Williams for "stepping up" and helping to develop the Moseley Heights Community Project Team. He stated he felt "help" in any area of the town was considered help for the entire Altavista community.

There were no other citizen speakers on this date.

### **5. Town/Community Partner Updates**

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

Chamber of Commerce Executive Director Grace Mattox was not present for this meeting.

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### B. Altavista On Track (AOT)

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

- Mr. Sandridge stated AOT continues its plans for Altavista's 1st Annual Uncle Billy's BBQ, Bourbon, & Beer Festival, being held on Saturday, October 2nd.

Mr. Sandridge stated, to date, there had been three-hundred and fifty (350) tickets sold for the event; and AOT had secured sixteen corporate event sponsors, which totaled \$13,500. He stated Altavista On Track was very grateful for the support of those businesses.

Mr. Sandridge informed Council there would be sixteen BBQ teams competing this year. He stated there would also be four distilleries and seven breweries on site.

Mr. Sandridge also shared with Council the festival's informational video being advertised through both WFXR and WDBJ 7 news stations.

- Mr. Sandridge referenced Altavista's Annual Scarecrow Stroll. He stated AOT was excited to be hosting the event's twelfth year in 2021, which takes place throughout the entire month of October.
- Mr. Sandridge stated AOT also continues its plans to host the town's 15th Annual Giblet Job, held on Thanksgiving Day in English Park. He stated he would keep Council up to date on the details of this event.
- Mr. Sandridge informed Town Council that AOT would be partnering with the Altavista Chamber of Commerce to hold a ribbon-cutting event for Terry Austin, Three In One Community Project, at 624 Main Street, Altavista, on Tuesday, September 28th, at 2pm. He invited available Council members to attend.

Mr. Sandridge stated he would be happy to answer any questions Town Council may have.

Mayor Mattox asked Council if they had any questions in regard to the AOT updates, to which there were none.

Mayor Mattox thanked Mr. Sandridge for the Altavista On Track updates.

### 6. Consent Agenda

- A. Town Council Meeting Minutes
  - August 10th, 2021
- B. Town Council Work Session Minutes
  - August 24th, 2021
- C. Acceptance of Monthly Financial Reports
  - August 2021 Revenue and Expenditures
- D. FY2021 Lynch Creek Sewer Line Replacement
- E. Approval of Annual Delinquent Tax Listing
- F. Uncle Billy's BBQ, Bourbon, & Beer
- G. Proposed Changes to the Town Organizational Chart

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the September 14th, 2021 Consent Agenda, to which there were none.

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Councilman Emerson made a motion, seconded by Councilman George, to approve the September 14th Council Meeting Consent Agenda as presented.

Motion carried.

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

### 7. Public Hearings

There were no public hearings scheduled for this date.

### 8. New Business

- A. APD Request – Permission to Apply for the Coronavirus Emergency Supplemental Funding Grant, through the DCJS (Department of Criminal Justice Services).

Background:

The Virginia Department of Criminal Justice Services (DCJS) has made the remaining federal funds, awarded through the Coronavirus Emergency Supplemental Funding Grant (CESF) Program, available to assist eligible applicants in preventing, preparing for, and responding to the Coronavirus. This is a competitive solicitation, which will provide additional funding to assist agencies with meeting their safety and other organizational needs as they continue to deal with the effects of the pandemic. Applicants can apply for no more than \$50,000, unless extraordinary circumstances necessitate a greater need.

Altavista Police Chief, Tommy Merricks, addressed Town Council in regard to this item. He informed Council there was no match required from the town for this grant.

Chief Merricks stated, if approved, the APD would utilize the grant funds to replace/upgrade its in-car camera system to AXON Fleet, which was compatible with their existing body-camera storage system.

Chief Merricks stated the grant application is due by October 22, 2021; and if approved, the APD should receive a response by the beginning of the 2022 calendar year.

Councilman Higginbotham made a motion, seconded by Councilman Emerson, to approve the APD request and authorize Chief Merricks to submit an application the Department of Criminal Justice Services for the Coronavirus Emergency Supplemental Funding Grant.

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

Motion carried

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

Mayor Mattox thanked Chief Merricks for his due diligence in finding this grant/funding, and for the good work he does for the Town of Altavista and its community.

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### B. Public Works Request – Regarding Garbage Truck Purchase

Town Treasurer/Finance Director, Tobie Shelton, addressed Council in regard to this item.

Mrs. Shelton referenced the town's two refuse/garbage trucks: (1) 2004 Peterbilt, and (2) 2016 Hale. She informed Town Council the town was currently only running the 2016 vehicle to service both Altavista and the Town of Hurt, due to repairs needed for the 2004 Peterbilt in the amount of \$8,000.

Mrs. Shelton stated the service technician for the 2004 Peterbilt stated they could not guarantee the repairs due to the age of the equipment, nor could they specify how long the repairs would take, because they had never replaced a computer in a garbage truck as old as the town's 2004. He stated they were usually out of service by that age.

Mrs. Shelton stated the life expectancy of a garbage truck was ten to fifteen years, which the 2004 has surpassed. She stated the cost for the town to maintain the 2004 Peterbilt was becoming more and more expensive.

Mrs. Shelton stated, based on an estimate received from MidAtlantic Waste Systems, the cost of a new garbage truck was \$310,000. She stated the town currently had \$140,000 earmarked in town reserves, and \$105,000 allocated in the FY2022 Budget towards the replacement of a garbage truck.

Mrs. Shelton stated, while the existing available fund total left a \$65,000 balance, there may be cost savings throughout the fiscal year that could offset most, or all, of the cost to replace the 2004 garbage truck.

Mrs. Shelton stated, due to constant mechanical failures of the town's 2004 Peterbilt garbage truck, Town Staff was requesting Town Council consideration of approval to move the replacement of the old garbage truck from FY2023, to FY2022.

Mrs. Shelton stated she and Jeff Arthur, Public Works Building and Grounds Supervisor, were available to answer any questions Council may have in regard to this request.

Mayor Mattox asked Town Council if they had any questions or comments in regard to this item, to which there were none.

Mayor Mattox suggested staff try to sell the old garbage truck to help recover some of the cost of replacing it. He stated, even if sold for parts, any funds were better than none.

Mrs. Shelton stated staff would place the 2004 Peterbilt garbage truck on GovDeals.com.

Vice Mayor Bennett thanked the Public Works Maintenance Department for keeping the old 2004 garbage truck running as long as it had been.

Councilman Emerson made a motion, seconded by Vice Mayor Bennett, to approve

Motion carried.

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

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### C. Vactor Truck Pump Replacement

#### Background:

Due to the fact the Vactor truck is a key piece of equipment, used by both the town's Utilities Department and Public Works Department, primarily for hydro excavation, sewer sanitation line cleaning, and storm drain cleaning, it is necessary to have equipment that is in good working order.

Town Treasurer/Finance Director, Tobie Shelton, addressed Council in regard to this item.

Mrs. Shelton stated the pump on the Vactor truck is working, however it is not functioning properly. She informed Council that Infrastructure Solutions Group (ISG), the town's Vactor dealer, came onsite to service the truck, resulting in the check valves being replaced.

Mrs. Shelton stated, during the fore-mentioned service call, the pump was tested by the ISG mechanic. She stated he determined the pump was at the end of its useful life (as it is twelve years old) and he advised the pump needed to be replaced.

Mrs. Shelton shared the cost to replace the Vactor truck pump was approximately \$19,000, however, this was not a budgeted item, so funding at this time would come from reserves. She stated there may be "departmental transfers" that could assist in offsetting most, or all, of the cost to replace the pump later in the fiscal year; however, it was too early in the year to make that determination.

Mrs. Shelton stated, since the town uses the Vactor truck to service storm drains, half of the funding for this item could come from the Highway Fund; with the remaining half being funding with the town's Utility Fund.

Mrs. Shelton stated at this time, Town Staff was requesting Town Council's consideration of approval for allocation to purchase a replacement pump for the Vactor truck.

Mayor Mattox asked Town Council if they had any questions in regard to this item, to which there were none.

Mayor Mattox thanked Mrs. Shelton for the "good work" she does for the town.

Councilman Higginbotham made a motion, seconded by Councilman George, to approve Town Staff's request to allocate funds for the purchase of a new pump for the town's Vactor truck.

Motion carried.

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

### D. Avoca Request – for a Memorandum of Understanding (MOU)

#### Background:

The two positions at Avoca, Museum Director (full-time) and Events Coordinator (part-time), were classified as town positions on July 1, 2018. The primary reason for the change was to improve the benefits for Avoca's employees. Once the two positions were identified in Altavista's Classification and Compensation Plan, the employees began working under the Town of Altavista's Employee Handbook.

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At the most recent Avoca Board Meeting, the Board of Directors requested a Memorandum of Understanding (MOU) outlining the responsibilities of both the town and Avoca regarding the two positions held at Avoca that are classified as town employees. Staff requested a member of Avoca's Board of Directors to be in attendance at the September 14th Council Meeting to answer any questions Council may have.

Mrs. Joan Woodson, Avoca Board of Directors' President, addressed Town Council in regard to this item. Mrs. Woodson informed Council that also in attendance that evening were Avoca Treasurer Morgan Allen, Avoca Secretary Kris Bell, and Janet West, Chairperson for Avoca's Personnel Committee.

Mrs. Woodson stated the Avoca Museum strives to keep, not only its own history, but also the town's history alive and relevant to its citizens and visitors. She stated, during a recent meeting with Councilman Higginbotham and Councilman Lowman, the Avoca Board felt everyone was able to share their thoughts and ideas of what would be the best outcome from the MOU for both the museum and the town.

Mrs. Woodson stated, after the Avoca Board met with Council Representatives, they felt it would best serve both parties to have a Memorandum of Understanding outlining the responsibilities of each party, as well as the specific direction for which the two Avoca employees would report to.

Mrs. Woodson stated, under the requested MOU, the day-to-day operations of the museum would come directly from the Avoca Board of Directors. She stated this structure had been successful in the past, and the board felt it would work best moving forward, with only the need to address Town Council on certain extreme/emergency circumstances.

Mrs. Woodson stated, at that time, the Avoca Board of Directors were seeking direction from Town Council on how to move forward with the requested Memorandum of Understanding regarding the two town/Avoca employee positions.

Mayor Mattox asked Town Council if they had any questions in regard to this item.

Councilman Higginbotham referenced his and Councilman Lowman's fore-mentioned meeting with the Avoca Board of Directors and stated everything Mrs. Woodson spoke of was agreed upon at the meeting.

Mr. Higginbotham stated, technically Avoca positions were town employees, however, the town has assigned those employees to work under the direction of the Avoca Museum/Board of Directors. He stated, therefore, there needs to be a MOU stating this intent. Dr. Lowman agreed with Councilman Higginbotham.

Mr. Higginbotham suggested Council consider allowing the Town Attorney to draft a MOU, outlining the requested information and direction, for Council's review, to which there was a consensus of Town Council to do so.

Councilman Higginbotham made a motion, seconded by Councilman Emerson, to authorize Town Attorney John Eller to work with Mrs. Woodson, as the Avoca Board of Director's Representative, to prepare a "draft" Memorandum of Understanding for Town Council's review and consideration of approval.

Motion carried.

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



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## 9. Unfinished Business

### A. Clarion Road Water Line Installation

Representatives: Peed & Bortz Project Engineer Scott Bortz

Background:

The Town of Altavista was approached in 2020 by Abbott to install a new 12” waterline to enter the facility from the Clarion Road side of their property. Town Council approved the request; and Abbott is funding the project with reimbursements to the town for all invoices. Plans are being submitted to the Virginia Department of Health and to the Virginia Department of Transportation

Mr. Scott Bortz, Peed & Bortz, came before Town Council in regard to this item.

Mr. Bortz stated, at this time, Town Staff was requesting permission to advertise this project for bids. He shared with Council the intended timeline for the bid/construction process.

- Start Advertising September 18th, 2021
- Open Received Bids Wednesday, October 27, 2021
- Tentatively Award Bid by November 9, 2021
- Begin Project December 2021
- Completion estimated for May 1st, 2022

Mayor Mattox asked Town Council if they had any questions in regard to this item.

Councilman Higginbotham referenced the town’s Clarion Road Water Tank. He asked if the water tank would be bypassed, or would it be tied into the new waterline.

Mr. Bortz stated the project’s main intent was for Abbott to have a direct line of access from the Clarion Road Water Tank, in order to reduce the pressure loss they currently experience from their existing access through the Main Street waterline.

Mr. Bortz informed Council the project would also include an access point for a pump station to increase water pressure, allowing Abbott this option in the future.

Mayor Mattox asked if Abbott would be keeping their Main Street access point.

Mr. Bortz stated, to his knowledge, they would be.

There were no other questions or comments from Town Council regarding this item.

Vice Mayor Bennett made a motion, seconded by Councilman Higginbotham to approve the request to advertise for bids the Abbott Laboratories Clarion Road 12” Water Line Installation Project.

Motion carried.

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

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### B. Town Council “Rules of Procedure” – a continued discussion

As discussed during the adoption of the September 14<sup>th</sup> Meeting Agenda, Town Council was in consensus to move this item to their September Work Session for further review and consideration, when all Council members would be present for the discussion.

## 10. Reports and Communication

- A. August 2021 Departmental Reports
- B. Council Monthly Calendars – September and October
- C. Informational Items

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

Interim Town Manager Clarence Monday stated he and staff would be happy to answer any questions Council may have in regard to the monthly reports.

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

Councilman George asked, as a member of Altavista’s Parks & Recreation Committee, if the Recreation Committee would still be meeting during the Town Manager interim period.

Mr. Monday stated, to his knowledge, the Recreation Committee would continue meeting, on the third Tuesday of each month, at 5:30 p.m.

## 11. Matters from Council

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

- Councilman Higginbotham referenced the new Jenks River Trail in English Park. He asked that Council continue the conversation regarding its permanent placement at their September Work Session.

Town Council was in consensus to do so.

- Councilman Higginbotham also referenced the riverbank adjacent to the picnic area at English Park. He reminded Council of the large washed-out area due to the heavy rains over the last year. He stated this was a safety concern and felt the issue should be addressed sooner rather than later.

Public Works Building & Grounds Supervisor Jeff Arthur stated there was another area of concern a little further up the riverbank, closer to the boat ramp, which was starting to encroach near the walking trail.

Mr. Higginbotham suggested allowing Public Works to put “leftover concrete pieces” in the washed-out areas, in order to protect the riverbank from continued erosion.

Councilman George reminded Council that there was \$50,000 in the current budget allocated for the erosion issue on the riverbanks at English Park.

Mayor Mattox asked the Interim Town Manager Clarence Monday and Public Works Building & Grounds Supervisor Jeff Arthur for their input.

Mr. Monday and Mr. Arthur both concurred the issue needed to be addressed soon.

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Community Development Director, Sharon D. Williams, during a previous discussion with the Department of Conservation and Recreation (DCR) regarding this issue, the DCR presented staff with valuable information for such a project.

Ms. Williams suggested Council allow Town Staff to investigate/review the information and guidance offered by the DCR regarding the issue before moving forward.

Town Council was in consensus to do so.

- Mayor Mattox shared his appreciation of all Town Staff and Department Directors for their continued hard work during the town's recent loss of a Town Manager, Assistant Town Manager, and two Department Directors.

Mayor Mattox stated Town Staff's daily efforts and keeping the town running smoothly during this transition reflects their "good work ethic" and their care for the community.

- Vice Mayor Bennett also thanked Town Staff for their continued hard work during the fore-mentioned extraordinary circumstances.
- Councilman Emerson referenced the upcoming Uncle Billy's BBQ, Bourbon, and Beer Festival on October 2<sup>nd</sup>, and the request by AOT for the English Park Boat Ramp to be closed during the event.

Mr. Emerson informed Council that he had been contacted and approached several times by citizens that have requested the boat ramp be allowed to stay open.

Mr. Emerson also stated, during the recent Altavista Fire Company's Board of Directors Meeting, the subject was discussed. He stated there was a consensus from the Fire Company Board that it would be best to keep the boat ramp open, for public safety reasons.

Councilman Higginbotham referenced a previous discussion regarding the festival where he believed Council was informed the town, per ABC Laws, would need to have a fence separating the parking lot/boat ramp and the festival, which included alcoholic beverages.

Community Development Director, Sharon D. Williams, came before Town Council to clarify the answer to Mr. Higginbotham's statement and address his concerns.

Ms. Williams reminded Council that AOT's initial request included closing the entire (English) park, which included the boat ramp. She stated, with the park now staying open, AOT chose to use a "fence" to help secure the perimeter of the festival.

Ms. Williams stated it was also AOT's intent to have a "one-way" flow of traffic to enter and exit the park on that day, to help control festival patrons and parking.

Ms. Williams informed Council that the Virginia Alcoholic Beverage Control Authority (ABC) did not require the town to use the fence, however, they did recommend doing so.

Mayor Mattox stated there were never more than a few boaters in an hour's time that would be entering/exiting the park to use the boat ramp.

Mayor Mattox asked APD Chief Merricks for his thoughts and input on this matter.

Chief Merricks concurred that a one-way flow of traffic would work best for traffic control. He stated he also felt there was enough space away from the festival to allow the boat ramp to safely stay open and available.

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Ms. Williams reminded Town Council that the festival was a new event for AOT and the town, and AOT would be open to any suggestions Town Council could offer.

Councilman Emerson stated the boat ramp was left open for car shows and Uncle Billy's Day Festivals in the past, without any issues. He stated, with the festival being held in the fall, he did not feel there would be too many boaters on that date to cause an issue.

Mayor Mattox asked if the English Park Splash Pad would be open on that date.

Main Street Coordinator and AOT Director George Sandridge stated the splash pad would be closed for the season as of Sunday, September 26th.

Vice Mayor Bennett stated, if closing the boat ramp would call for more volunteers to control

Councilman George asked if festival patrons would have a wristband indicating they have paid to participate in sampling the alcohol beverages being offered at the festival.

Mr. Sandridge confirmed that was correct. He stated IDs would be checked at the festival's entrance, and a wristband would be given to individuals, 21 years old and older, that wish to pay and participate in tasting the beer and bourbon samples.

Councilman Lowman stated, if the ABC Authority did not require the town to have the boat ramp closed during the festival, he did not feel it should be.

Public Works Building & Grounds Supervisor Jeff Arthur shared with Council and AOT his intended plan for placing implementing the security fence. He stated the fence could easily be moved/positioned to allow access to the boat ramp, if Council desired.

Councilman Emerson made a motion, seconded by Councilman Higginbotham, to allow the English Park Boat Ramp to remain open and accessible during the Uncle Billy's BBQ, Bourbon, and Beer Festival on Saturday, October 2nd.

Motion carried.

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

- Councilman George referenced the newly opened (town-owned) Dalton's Landing Canoe Launch. He shared with Council a few items of concern.
  - A hole in front of the canoe launch ramp needed to be filled in.
  - He suggested there be additional security (6x6 posts with reflectors) in the area leaving the canoe launch ramp.
  - A newly planted tree was run over and destroyed and needed to be replaced.

Town Council was in **Consensus** these items were all "maintenance" issues and could be taken care of by the town's Public Works Department.

- Councilman George informed Town Council that Larry Dalton, Dalton's Landing designated caretaker, suggested there be a Porta-Potty placed at the site.

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Town Council was in consensus for Town Staff to gather cost information for Council's consideration to potentially place a Porta-Potty at Dalton's Landing.

- Councilman Emerson asked if a date had been set for the Eagle Trail River Overlook dedication.

Mayor Mattox stated, confirmed by Crystal Hailey, Office Assistant, the dedication ceremony had been scheduled for Monday, September 27th.

Mrs. Hailey stated Ms. deBernard requested the date be a "Monday", so that both of her sons could attend the dedication. She stated the ceremony was scheduled for 5:15 p.m.

### 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)(1) Discussion, consideration or interviews of prospective candidates for employment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees or employees of any public body.

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.

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

Motion carried.

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

Town Council went into Closed Session at 6:57 p.m.

Notice was given that Town Council was back in regular session at 7:18 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,

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And (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by Town Council.

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

After Town Council returned from Closed Session, a motion was made by Councilman Higginbotham, seconded by Councilman Emerson, to approve an Economic Incentive Grant for the local town industry, Graham Packaging, in the amount of \$38,000, to be paid per the Town of Altavista's Economic Incentive Policy.

### 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.

The meeting was adjourned at 7:20 p.m.

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Michael Mattox, Mayor

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Clarence Monday, Interim Clerk  
Interim Town Manager