

Town Council Work Session July 27, 2021

The Altavista Town Council's July 2021 Work Session was held in Council Chambers at the J.R. Burgess Municipal Building, 510 Seventh Street, on Tuesday July 27th, 2021 at 5:00 PM.

Mayor Mike Mattox called the meeting to order and presided.

Town Council

Members present: Vice Mayor Reggie Bennett
Mr. Tracy Emerson
Dr. Scott Lowman
Mayor Michael Mattox
Mr. Wayne Mitchell

Members absent: Mr. Timothy George
Mr. Jay Higginbotham

Also Present: Mr. J. Waverly Coggsdale, III, Town Manager
Ms. Amanda Owens, Assistant Town Manager
Mrs. Tobie Shelton, Treasurer/Finance Director
Mr. Kenneth Moorefield, APD Deputy Chief
Mr. Tom Fore, Altavista Public Utilities Director
Mr. David Garrett, Altavista Public Works Director
Ms. Sharon D. Williams, Community Development Director
Mr. George Sandridge, Main Street Coordinator
Mr. John Eller, Altavista Town Attorney
Mrs. Crystal Hailey, Town Administration

1. Agenda Adoption

Mayor Mattox informed Council of two amendments to the July Work Session Agenda.

- Remove: Section #5, Item F. Vista Theater Discussion
- Additional Item: Section #9 Closed Section, 2.2-3711 (A)(1)

Mayor Mattox asked Town Council if they had any questions or concerns in regard to the proposed July 27th, 2021 Council Work Session Agenda, to which there were none.

Councilman Mitchell made a motion, seconded by Councilman Emerson, to approve the agenda as amended.

Motion carried:

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

2. Recognitions and Presentations

A. Altavista Water Treatment Plant – Solar Proposal by Keystone Power Holdings

Utilities Director Tom Fore introduced Anthony Fotopoulos, Co-Founder of Keystone Power Holdings, a US based renewable solar energy development company.

Mr. Fotopoulos gave Town Council a brief overview of his company, which he co-founded with William R. DePhillipo. He stated his mission was to help clients realize utility cost savings through the production of clean energy, while also reducing their carbon footprint.

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Mr. Fotopoulos informed Council of the Virginia Clean Energy Economy Act (VCEA) adopted by the State of Virginia in 2020 in regard to solar energy. He stated, if the Town of Altavista was interested in utilizing solar energy production, now was the time to do so.

Mr. Fotopoulos went over some of the benefits of Keystone's Solar Proposal.

- Reduced utility bills and operation costs for WTP
- No investment – system installed and operated by Keystone
- Hedge against rising electricity prices – locking prices below current utility rates
- Preserve natural resources and become an environmental leader

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

Mayor Mattox asked how long would the proposed solar panels last.

Mr. Fotopoulos informed Town Council that the solar panels that his company uses were top quality and had a twenty-five year warranty, but were expected to last at least forty years. He stated the energy inverters had a ten year warranty.

Mayor Mattox asked, at the end of a contract, who would be responsible for removing the solar panels and returning the ground to its original state, in the area the panels were located

Mr. Fotopoulos stated there were three options available at the end of each contract. He stated a contract usually had a default requirement that Keystone was responsible for removing the solar equipment, or the town had the option to purchase the equipment. He stated the town would also have the option to extend its contract with Keystone.

Vice Mayor Bennett asked who would be responsible for maintenance on the equipment.

Mr. Fotopoulos informed Council that Keystone was responsible for the maintenance of the solar equipment during the entire term of a contract.

Mr. Bennett asked if the solar panels Keystone uses were foreign or domestically made.

Mr. Fotopoulos stated Keystone only uses solar panels from the top five manufacturers of the product in the world, which were all foreign. He stated, while there were a few Asian manufacturers that assemble their product in the US, there were currently no American-made solar panels available in the United States that were the quality Keystone requires.

Mr. Fotopoulos continued his presentation by sharing a document with Council for a visual reference of the projected utility cost savings over the duration of the proposed contract. He stated the town would save approximately \$750,000 in utility costs by the end of its (30 year) "Power Purchase Agreement" (PPA) with Keystone to produce solar energy.

Vice Mayor Bennett asked if the proposed solar plan could include the Town Hall.

Mr. Fotopoulos stated the town could consider incorporating the Town Hall building into its solar plan, and accordingly in the RFPs, as well as the Waste Water Treatment Plant. He stated, however, he would not recommend an RFP for the Town Hall only. He stated the building/project would be too small to amount to any significant utility cost savings.

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

Town Attorney John Eller referenced the fact that Altavista's Water Treatment Plant, the site of the proposed solar project, was actually in Pittsylvania County. He asked Mr. Fotopoulos if he was aware of the rules and regulations of that county for such a project.

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Mr. Fotopoulos stated that Tom Fore, Altavista Utilities Director, has made him aware of Pittsylvania County's Bylaws. He assured Council that Keystone would follow all rules and regulations required by both Pittsylvania County and the Town of Altavista.

Councilman Mitchell stated he did not have any questions for Mr. Fotopoulos, but did have a couple of issues in regard to "large" solar projects, such as the one being proposed.

Mr. Mitchell shared his concerns with how solar items are discarded or disposed of after their use/expiration, which has become an unsightly issue in other countries.

Mr. Mitchell also stated, while solar lights on a home can be useful and decorative, large solar projects and solar farms could be visually displeasing to its surroundings/neighbors.

Mr. Mitchell stated his comments were not intended to be suggestive, but for his fellow Council members to be aware of his concerns.

There were no additional questions or comments from Town Council.

Mayor Mattox thanked Mr. Fotopoulos for his presentation by Keystone Power Holdings in regard to their solar proposal to the Town of Altavista for potential utility cost savings.

Utilities Director Tom Fore recognized Brian Mawyer and Polly Brown, WTP employees, for their help with gathering the WTP's historical data needed for the solar proposal.

Mayor Mattox also thanked Mr. Mawyer and Ms. Brown for their contribution to this item.

3. Citizen's Time – Agenda Items Only

Mayor Mattox asked if there were any citizen(s) attending the meeting that wished to address Town Council regarding a work session agenda item, to which there were none.

Mayor Mattox encouraged town citizens to reach out to Town Council or Town Staff anytime they have questions or concerns regarding the town.

4. Items Referred from Previous Meetings

A. Town Milling and Paving Contract

Background:

Per Town Council's direction at their regular meeting on July 13, 2021, an estimate to pave a section of trail in English Park was obtained.

Public Works Director David Garrett addressed Town Council in regard to this item.

Mr. Garrett shared with Council the estimated cost for adding the boat ramp parking lot and walking trail in English Park to the FY2021-2022 Town Paving Schedule. He stated staff drafted an addition to the contract in a "not to exceed" amount of \$100,000.

Mayor Mattox asked Town Council if they had any comments or questions.

Councilman Mitchell stated he felt the addition of paving the trail should be postponed and added to the list of potential projects to consider during Council's next fiscal year process.

Mayor Mattox reminded Council and Town Staff that was the normal process for new/additional items for consideration.

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Town Manager Waverly Coggsdale reminded Town Council they previously approved adding the boat ramp parking lot to the paving schedule. He stated staff was sharing with Council the cost of also adding the trail to the paving schedule at their request. He stated it was up to Council whether or not they wished to approve paving the trail at this time, or to postpone it until a later date.

Vice Mayor Bennett asked what the current cost of asphalt was, and if the cost was rising.

Mr. Garrett stated the town currently has a “fixed contract” with a rate of \$93.97 per ton for asphalt placement.

Mr. Bennett referenced Eagle Trail in English Park. He stated, currently the walking trail was only paved to the two lower parking lots, where the driving trail ends. He suggested the town consider extending the driving trail to the new river overlook, in order to offer better access to the site, making it ADA accessible.

Mr. Bennett stated, if the town desired/approved of extending the driving trail, the town may save money on the cost of asphalt by implementing the project sooner rather than later.

Councilman Lowman asked if there would be a cost savings to add the walking trail to the current paving schedule now rather than later, due to the contractor only needing to “mobilize” his equipment once.

Mr. Garrett confirmed Dr. Lowman was correct. He stated, if an add-on is requested, the fact that he is already in town is a factor the contractor takes into consideration when quoting the cost of the addition.

Councilman Emerson reminded Council that the fore-mentioned section of walking trail was the only section left in the front part of English Park that was not paved.

Mr. Emerson asked Mr. Garrett, considering convenience and cost, for his input.

Mr. Garrett stated it was his recommendation the proposed section of walking trail be added to the current paving schedule.

Mayor Mattox asked Mr. Garrett if he could possibly find \$30,000 for the trail addition in his existing budget, or would the additional cost need to come from reserve funds.

Mr. Garrett stated he would evaluate his new (FY2022) budget for the possibility.

Councilman Mitchell referenced the FY2022 CIP project that would address the erosion issue along the river bank in the same area as the trail that was being proposed to be paved. He asked, if approved, would the new asphalt on that section of trail be affected by the work to be done to the riverbank.

Mr. Garrett stated, if approved, the trail’s new asphalt would not be affected/damaged by the upcoming project that will address the riverbank erosion issue.

Town Manager Waverly Coggsdale reminded Town Council that the FY2022 Town Budget was just recently adopted. He stated that budget was compiled with CIP items that were previously approved by Council, and paving the trail was not part of that budget.

Mr. Coggsdale stated it may be difficult, at this point, for Mr. Garrett to project having any additional funds left over from his current budget to help pay for the trail paving addition. He stated, therefore, if Council approved the paving addition, the cost would come from reserve funds.

Mayor Mattox stated he felt the Town Manager shared a “fair point” to the matter.

Vice Mayor Bennett asked how much the town would save by paving the proposed section of trail now, rather than later.

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Mr. Garrett stated the town would save approximately \$15,000-\$20,000 by adding the walking trail to the paving schedule now, rather than having the contractor come back at a later date for just paving the trail.

Councilman Mitchell referenced the recent decision by staff, and approved by Council, to change the town's paving schedule from annually to semi-annual. He stated it would be more cost effective to add the trail to either this paving schedule, or the next one in two years, rather than making it a separate CIP project on its own.

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

Councilman Emerson made a motion, seconded by Councilman Lowman, to approve the addition of the proposed section of walking trail in English Park (adjacent to the river between the boat ramp and the Eagle Trail entrance parking lot) to the FY2021-2022 Town Paving Schedule; and utilizing reserve funds to do so.

Motion carried:

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

Town Manager Waverly Coggsdale referenced Vice Mayor Bennett's suggestion to consider extending the driving portion of Eagle Trail down further and closer to the river overlook. He asked for clarification and Council's direction on whether or not Town Staff needed to pursue this matter.

There was a consensus of Council for staff to investigate the option further and gather cost estimates for Council's consideration as a CIP item during the FY2023 budget process.

B. Town Council "Rules of Procedure"

Background:

One goal Council desired to pursue from their Council Retreat in March 2021, was to develop Council "Rules of Procedure". Town Council was provided with an outline of potential topics for such a document at their July 13, 2021 regular meeting.

Assistant Town Manager Amie Owens provided Council with a draft document of Rules of Procedure, as well as, a Code of Ethics for their review and consideration.

Mayor Mattox asked Town Council if they had any comments or questions in regard to the draft document, or if they needed additional time to review this item.

Councilman Mitchell shared his favor with having additional time for review of this item.

Councilman Emerson suggested Council consider allowing staff to place this item on the August Work Session Agenda for further review and discussion.

There was a consensus of Town Council to do so.

5. Items for Discussion (New and Unfinished)

A. Spark Innovation Center – Bid Information

Representatives: Town Manager Waverly Coggsdale and Community Development Director Sharon D. Williams

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Background:

The Spark Innovation Center has been a project that has been developed over the past year, and is now reaching the point of construction: the Town of Altavista contracted with Hurt & Proffitt and Dominion Seven for design work for the Spark Innovation Center. Town Council requested that the individuals who would bid for the Spark Innovation Center Project be “prequalified” in advance of the RFP. Five firms were prequalified for the project and all submitted bids on Tuesday, July 13, 2021, and were opened by the engineer.

Town Manager Waverly Coggsdale informed Town Council, based on the bids received, Hurt & Proffitt recommends Piney Ridge Contracting as the lowest responsive and responsible bidder, based solely on the base bid amount of \$632,000.

Mr. Coggsdale stated, in addition, there were some alternate items included in the RFP for Council’s consideration, such as the roof of the building. He stated there were grant funds available for asbestos abatement that could be used toward roof modifications.

Mr. Coggsdale reminded Council of the \$200,000 the town allocated in the FY2022 Budget for the Spark Innovation Center Project. He also referenced the \$184,300 in TRRC grant funds received for the project.

Mr. Coggsdale stated the town spent an estimated \$66,150 to-date for engineer costs, leaving a remaining balance of \$318,150 available. He stated the town would need an additional \$320,000 to cover the \$632,000 needed for Piney Ridge’s base bid, if approved.

Mr. Coggsdale stated he would be happy to answer any questions Council may have, and also, members of the design team were available for questions that evening as well.

Mayor Mattox asked Dominion Seven Architect Jacob Caldwell if he thought the received bids were reasonable, or if the town would save money by waiting for material costs to potentially decrease.

Mr. Caldwell stated, without knowing if material costs would decrease or increase over the next six months to two years, he recommended moving forward with the lowest base bid estimate of \$632,000 by Piney Ridge Construction. He stated Piney Ridge was a reputable company and local to the area (Appomattox).

Councilman Mitchell asked Community Development Director Sharon Williams if the grant funds received for this project had a set deadline/timeframe for use.

Ms. Williams informed Council that she recently submitted a request to the USDA for an extension of the \$100,000 grant funds the town was already awarded. She stated the request was approved with a new deadline of June 30th, 2022 for the town to use the funds (for Spark Innovation Equipment).

Ms. Williams stated the Tobacco Commission Grant was a three-year grant, with the timeframe starting in September of 2020.

Mrs. Williams reminded Town Council of their recent approval allowing staff to submit an application to the USDA for a \$2 million grant by August 2, 2021. She stated there was no guarantee the town would be approved for the grant, but if so, the \$2 million would help “bridge the gap” between the funds the town currently has and the additional funds needed to continue moving the Spark Innovation Center Project forward.

Mayor Mattox asked Ms. Williams when the town could expect to receive the federal funding (CARES Act) for this project.

Ms. Williams stated the federal government anticipated awarding those funds around September 25th, 2021.

Ms. Williams stated the old Altavista Fire Station, were the town will be housing the new Spark Innovation Center, was built prior to the current building code.

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Ms. Williams stated, when the town decided to utilize the building for the new center, it changed the “use” of the facility under State Code, and therefore, the biggest initial cost of the project was to bring the building “up-to-code” for its current desired use.

Ms. Williams stated the feasibility study for this project did not offer the town an engineer’s report in regard to the condition of the building’s structure. She stated, the engineers on this project later found that the town would need to add additional support walls, in order to ensure its structural integrity.

Ms. Williams also informed Council that the upstairs of the building was currently zoned Residential and not commercial, which also needed to be addressed/corrected.

Councilman Lowman asked if the “base bid” from the quotes received would cover all of the initial fore-mentioned issues.

Mr. Caldwell confirmed the base bid did address all of the “structural” issues of the building, including the second floor.

Ms. Williams stated the base bid funds would address the “basics” enabling the town to be able to occupy the first floor of the building. She stated, however, there was additional work that would need to be done before the town could occupy the second floor.

Councilman Mitchell referenced the “operable partitions” labeled as an Alternate Item for this project. He stated he thought the item would be part of the “equipment” purchase.

Mr. Caldwell stated the partitions were considered structural, but would allow for the option to split the large conference room into two separate spaces.

Mr. Caldwell then referenced the removal of the existing siding on the old fire station building. He informed Council that the base bid also covered replacing the entire amount of “sheathing” underneath the siding.

Mr. Caldwell stated, even though there may only be a need to replace some of the sheathing, he felt it was important to be prepared for the “worse-case scenario”.

Mayor Mattox asked what the cost estimate would be to tear down the existing building and replace it with a new building.

Mr. Caldwell stated, based on the overall cost estimate from all of the fore-mentioned base bids, the current cost estimate was \$189 per square foot. He stated there was a current cost estimate of \$225-\$275 per square foot for new builds.

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

Town Manager Waverly Coggsdale stated, before Council made any final decisions, he wanted them to be aware of certain information pertaining to one of the Alternate Items.

Mr. Coggsdale referenced Item #2 of the “Alternates”: Shingle Roof Replacement. He informed Town Council that the town’s Brownfields Grant for the Spark Innovation Center Project would cover approximately 30% of this item, due to having to remove the existing asbestos roofing material.

Mr. Coggsdale stated, when considering the base bids, Council may also want to consider moving forward with Alternate #2 sooner, rather than later, in order to utilize the current Brownfields Grant, not knowing if the town would be able to secure another one.

Mayor Mattox stated, since two Town Council members were absent that evening, he suggested Council allow staff to place this item on their August Regular Meeting Agenda, allowing for additional review and consideration.

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Mayor Mattox asked if there was a deadline to consider when making their decision in regard to the “base bids”.

Mr. Caldwell stated all of the bids were good for sixty days from their receipt of July 13th.

Town Council was in consensus to place this item on their August 10th Meeting Agenda.

Mayor Mattox asked Mr. Caldwell, Dominion Seven, if he could also attend the August 10th meeting as well, to which Mr. Caldwell stated he would.

B. Reserve Fund Policy – General Fund Historical Data Representative: Town Manager Waverly Coggsdale

Background:

Town Council adopted the Town of Altavista’s existing Fiscal Policies on September 8, 2020. During the 2021 Town Council Strategic Retreat and various meetings since, the Reserve Policy, specifically the General Fund Reserve Policy, has been mentioned several times by Town Council. With several large projects in the works, such as the renovation of the Altavista Theatre and the Spark Innovation Center, that may require additional funding beyond any already allocated funds, the possibility of changing the GF Reserve Policy from 100% of annual recurring revenue to a lesser percentage or flat amount is an option for Town Council to consider.

Town Manager Waverly Coggsdale shared with Council a comparison chart of the last three fiscal years of the town’s recurring Revenue (this figure is used to establish the Policy amount) and the town’s recurring Expenditures.

Mr. Coggsdale stated the town’s current policy provides in excess of 100% of the needed funds to cover the recurring expenses in the General Fund.

Mr. Coggsdale stated, at this time, Town Staff was seeking direction from Town Council in regard to whether or not they wished to amend the town’s current policy and lower the percentage amount.

Mayor Mattox asked if reducing the policy (by half) would affect the town’s credit rating.

Mr. Coggsdale informed Council that most localities only held 20-30% in fiscal policy. He stated, with the Town of Altavista only looking to reduce their amount to 50%, they would still be above the standard, so he did not feel it would damage the town’s credit rating.

Mr. Coggsdale stated, if Council approves amending the town’s fiscal policy to reflect a 50% reduction, it would free-up a “one time” amount of approximately \$3 million to be added to the town’s General Fund “Undesignated” Reserve Fund Balance.

Councilman Mitchell stated Council should be cautious and invest the money “wisely”.

Mayor Mattox agreed with Mr. Mitchell and stated there should be an understanding for the current Town Council and future Councils that the fore-mentioned Reserve Fund should only be used for projects with a sole purpose for the “betterment of the community”.

There was a unanimous consensus of Town Council to place this item on the August 10th Regular Meeting Consent Agenda for official approval to amend the Town of Altavista’s Fiscal Policy to reflect reducing the General Fund Undesignated Reserves from 100 to 50%

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C. FY2021 Year-end Budget Amendments Representative: Town Treasurer Tobie Shelton

Background:

Items that arise during a fiscal year, that have been previously approved by Town Council, require amendments to the budget.

Town Treasurer Tobie Shelton reminded Town Council the 2021 Fiscal Year ended on June 30th, 2021. She stated, in preparation of the town's annual audit process, due to begin the last week of August, Town Staff was currently reviewing and adjusting accounts, making sure the accounts were accurately reflecting activities that occurred during the 2021 Fiscal Year.

Mrs. Shelton shared with Council a list of amendments necessitated by previous Council action, or the receipt of funds to cover an associated expense. She stated the adoption of these amendments would complete the FY2021 Budget process.

• Purchase of 89 acres	\$241,530	Council Approval: April 27, 2021
• Memorial Plaque, Pat DeBernard	\$1,210	Consensus: April 27, 2021
• Dalton's Landing Canoe Launch: Const.	\$56,840	Council Approval: July 14, 2020
• Professional Services: Brownfields Grant	\$13,930	Council Approval: June 25, 2019
• Avoca, additional security camera	\$1,600	Council Approval: January 26, 2020
• Mowing Contract, Avoca	\$630	Council Approval: April 13, 2021
• McMinnis Spring Project	\$730,420	Council Approval: March 24, 2020
• WTP Filter Improvement	\$28,050	Council Approval: October 8, 2019
• WTP Melinda Tank HPZ Project	\$5,530	Consensus: April 13, 2021
• WTP Electrical Project	\$30,170	Council Approval: August 11, 2020
• Abbott Water Line Project	\$16,540	Council Approval: May 11, 2021
• Wastewater Electrical Project	\$184,800	Council Approval: October 13, 2020

There was a unanimous consensus of Town Council to place this item on the August 10th Regular Meeting Consent Agenda for approval.

D. Dearing Ford Business & Manufacturing Center Representative: Town Manager Waverly Coggsdale

Background:

The Town of Altavista recently purchased the parcel of land adjacent to the Dearing Ford Business and Manufacturing Center, and will need to request a "boundary-line adjustment" through Campbell County. Town Council, at their March 2021 Retreat, expressed interest in learning more about the town's options for conveyance of the industrial property to the Altavista Economic Development Authority (AEDA).

Town Manager Waverly Coggsdale stated he was continuing to have discussions with the Campbell County Administrator and County Attorney in regard to the boundary-line adjustment that would bring Altavista's newly acquired property in to town limits.

Mr. Coggsdale stated, at this point, the county only needed a letter of intent from the Town Manager/Town of Altavista to begin the boundary-line adjustment process.

There was a consensus of Town Council to authorize the Town Manager to do so.

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Mr. Coggsdale referenced the town's desire to convey the said property to the AEDA. He stated he would confirm with the Town Attorney, John Eller, if there were any items, such as a public hearing, the town needed to complete in order to complete the conveyance process.

Mayor Mattox asked if the town needed to secure an agreement with the AEDA in regard to the AEDA accepting the property.

Councilman Mitchell, also an AEDA member, stated he felt it was a good idea to do so.

Mr. Coggsdale stated Town Staff would consult with the Town Attorney to learn the correct process to do so. He stated there was probably an agreement that needed to exist between the two parties that would cover the Town of Altavista and the AEDA during this endeavor.

Mr. Coggsdale stated the information/agreement may also help the AEDA understand their responsibility in the matter and possibly protect them from a project that was potentially too big for them to complete.

Mr. Coggsdale stated, if Council desired, staff would gather the necessary information and bring the item back to Council at their August Work Session for further discussion.

Town Council was in consensus for Town Staff to do so.

Town Manager Waverly Coggsdale informed Town Council that he was continuing his conversations and efforts with the Lynchburg Regional Business Alliance (LBRA) and Campbell County in regard to a GO VA Grant pertaining to the town's desire to extend the gas pipeline in that area to the Dearing Ford Business & Manufacturing property.

Vice Mayor Bennett asked if the town needed to send the AEDA a "formal letter" requesting an agreement between the two parties regarding conveyance of the said property

Mr. Coggsdale reminded Town Council that the AEDA meets at 8:15 a.m., on the same Tuesday as Council has their Work Sessions, the next one being August 24th.

Mr. Coggsdale stated the AEDA would have an item on their August agenda for further discussion in regard to conveyance of the said property. He stated staff would bring information from that meeting to Council at their Work Session.

Mayor Mattox asked for clarification why the town needed to enter into an agreement with the AEDA and convey the fore-mentioned property in order to sell it.

Mr. Coggsdale stated the AEDA was a "conduit" allowing the town the ability to offer incentives for new industrial businesses to locate at the property.

Mr. Coggsdale reminded Town Council, confirmed by Sharon Williams, Altavista's Community Development Director and Zoning Administrator, the town would also need to go through a "zoning process" in regard to both the Dearing Ford Business & Manufacturing property and the newly acquired property adjacent to it.

E. WWTP – Dewatering the Emergency Overflow Pond (EOP)

Representative: Utilities Director Tom Fore

Background:

Council has looked at several options to resolve the PCB problem at Altavista's Waste Water Treatment Plant (WWTP) Facility. Town Staff has discussed the possibility of dewatering the water from the EOP by way of an analogous biological treatment process, along with sorption to activated carbon to treat the overlying water and prevent untreated discharge from leaving the pond.

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This work follows from decades of studies demonstrating the feasibility of treating wastewater containing PCBs by using a bed of active carbon sorbent and enhancing the life of the activated carbon by colonizing the carbon surface with PCB degrading bacteria. After presenting this option to the Virginia Department of Environmental Quality (DEQ), Town Staff was advised by the DEQ that the process would require permitting.

Utilities Director Tom Fore informed Town Council that Town Staff had been made aware of another option to remediate the town's PCB issue, "misting".

Mr. Fore stated Town Staff investigated the misting process and found it would dewater the Waste Water Treatment Plant's (WWTP) Emergency Overflow Pond (EOP) in approximately a one and a half year time period.

Mr. Fore stated staff discussed this option with DEQ and it was confirmed the proposed option of using a "mister" to dewater the EOP would not require permitting. He stated he felt this was the best option available and recommended the town move forward.

Mr. Fore stated, once the pond has been emptied Town Staff would request authorization from Council to acquire permission from the DEQ to encapsulate the pond with usable fill material and close out the town's use of the WWTP Emergency Overflow Pond.

Mr. Fore stated, per Shawn Boudreau, Division Manager of Eco Mister Evaporators, Slimline Manufacturing Ltd., the cost of a mister, including shipping, was \$155,000, and an electrical installation for the equipment that is estimated at \$10,000. He stated the annual electrical cost would be about \$15,000 per year until the pond was emptied.

Councilman Mitchell asked if the cost Mr. Fore gave was for renting or purchasing an Eco Mister, to which Mr. Fore confirmed the cost was to purchase the equipment.

Mr. Mitchell asked, after the town has finished using the Eco Mister for the WWTP EOP issue, what the town planned to do with the said equipment.

Mr. Fore stated the equipment was widely used by localities with similar projects, so the town would have the option to sell the equipment after completion of the WWTP's project.

Mr. Mitchell asked, if approved, where the money would come from to fund this project.

Mr. Fore stated his request/recommendation included authorization for Town Staff to utilize a portion of the existing funds (\$600,000), already allocated for use towards the EOP's PCB issue, for this project.

Councilman Emerson stated he felt this was a great idea and stated he would be happy to make the motion to accept staff's recommendation.

Mayor Mattox suggested Council authorize staff to place this item on the August 10th Regular Meeting Consent Agenda for final approval.

Mr. Fore stated the additional time would allow staff to gather the information needed to move forward with the RFP process once approved on August 10th.

There was a unanimous consensus of Town Council to place this item on the August 10th Regular Meeting Consent Agenda for an official approval.

6. Updates and Informational Items

A. Vista Theater Discussion

There was a consensus of Town Council to move this item to their August Work Session.

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7. Public Comments (Non-Agenda Items)

There were no citizens wishing to speak at the July 27th, 2021 Town Council Work Session.

Mayor Mattox asked the Town Manager if there had been any questions or concerns for Council by citizens submitted through phone calls or emails, to which there were none.

8. Matters from Council

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

- Councilman Mitchell referenced the Town Manager, Waverly Coggsdale, leaving the Town of Altavista on August 6th. He thanked Mr. Coggsdale for his commitment and service to the Town of Altavista, town citizens, and Town Staff.

Mr. Mitchell also thanked Mr. Coggsdale for his service and guidance to Town Council during his time in office.

Mr. Mitchell referenced Mr. Coggsdale as Town Manager and his wife, Heather, as a teacher in Altavista, and stated he felt Mr. Coggsdale and his family have been an asset while citizens of the Town of Altavista.

- Councilman Emerson stated he agreed with Mr. Mitchell. He stated he felt Mr. Coggsdale to be an honest man that has done his best for the town and its citizens.

Mr. Emerson stated he considered Mr. Coggsdale as a friend and stated he and his family would be greatly missed.

Mr. Emerson also referenced the new bridge that was recently installed on the Jenks River Trail. He thanked David Garrett, Public Works Director, and his crew for doing such a great job.

Mr. Emerson stated it was exciting to see English Park continue to improve and grow.

- Vice Mayor Bennett stated he has really enjoyed working with Mr. Coggsdale during his time on Town Council. He asked everyone to stand and join him in applauding Mr. Coggsdale for his sixteen years of service as Town Manager to the Town of Altavista.
- Councilman Lowman referenced a subject discussed earlier on the agenda, the WWTP EOP PCB issue. He stated he felt it was funny and ironic that the first time he met Mr. Coggsdale, and the last meeting with him, would include PCB discussions.

Dr. Lowman thanked Mr. Coggsdale for all of his work and accomplishments during his time as Town Manager.

- Mayor Mattox stated he was on Town Council when Mr. Coggsdale was hired as the Town Manager. He stated it was an honor for him to be the one to read the proclamation in regard to Mr. Coggsdale's service to the town.

Mayor Mattox stated he felt Mr. Coggsdale has given great service to Town Council and to the Town of Altavista and its community.

Town Council Work Session July 27, 2021

TOWN OF ALTAVISTA PROCLAMATION HONORING THE SERVICE OF *Town Manager J. Waverly Coggsdale, III*

WHEREAS, *On April 4, 2005, John Waverly Coggsdale, III, began his career with the Town of Altavista as the Town Manager; and*

WHEREAS, *Waverly dutifully and without compromise performed his duties as Town Manager during his entire sixteen (16) year tenure with Altavista; and*

WHEREAS, *he made his home in Altavista with his wife Heather and raised their three sons John, Ethan and Peyton; and*

WHEREAS, *Waverly has served the citizens of Altavista in the most faithful and committed manner, upholding positive values and integrity, while making decisions in the best interests of the citizens of Altavista; and*

WHEREAS, *a multitude of projects, policies and positive changes have been made within Altavista that can be directly attributed to Mr. Coggsdale and his work; and*

WHEREAS, *Waverly has provided sound, effective leadership within the Town of Altavista, fostering positive relations, demonstrating humility and strength, while leading by the example of being ready to serve the public with pride and excellence.*

NOW, THEREFORE, BE IT RESOLVED, THAT I, Michael E. Mattox, Mayor of the Town of Altavista, on behalf the Town Council of the Town of Altavista and Town Staff, formally thank Town Manager John Waverly Coggsdale, III for his years of service to the Town of Altavista and its citizens, for his many contributions, dedication, and commitment. We wish him well in his future endeavors.

IN WITNESS WHEREOF, I, Mayor Michael E. Mattox, have hereunto set my hand and caused the Seal of the Town of Altavista to be affixed,

This the 27th day of July 2021.

Mayor Mattox stated Mr. Coggsdale had been a great friend and mentor to him over the years.

Mayor Mattox stated he also felt Mr. Coggsdale to be an honest man. He stated, as Mayor, when the Town Manager saw that he was doing something the wrong way, he told him so. He stated he felt he was a better man and a better Mayor because of Mr. Coggsdale's honesty.

Mayor Mattox asked that everyone join him in standing and applauding the Town Manager Waverly Coggsdale for his sixteen years of service to the Altavista Community.

Town Manager Waverly Coggsdale gave a speech in appreciation of the town's proclamation for his service.

Mr. Coggsdale thanked the town for "giving him a chance" sixteen years ago to serve Altavista as their Town Manager.

Mr. Coggsdale stated the Town of Altavista had been good to him and his family. He stated being Town Manager of Altavista has had a great impact on him.

Mr. Coggsdale stated he felt Altavista had so many great things on its horizon, and he would continue to keep up with Altavista's projects and accomplishments.

9. Closed Session

Date: Tuesday July 27th, 2021

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,

Town Council Work Session July 27, 2021

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

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

Section 2.2-3711 (A)(5) regarding 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 Bennett, and seconded by Councilman Emerson.

Motion carried.

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

Town Council went into Closed Session at 6:30 PM.

Notice was given that Council was back in regular session at 7:00 PM.

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, 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:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice Mayor Reggie Bennett	Yes
	Mayor Mike Mattox	Yes
	Dr. Scott Lowman	Yes

10. Adjournment

Mayor Mattox asked if there were any additional comments or concerns from Town Council, to which there were none.

Mayor Mattox adjourned the meeting at 7:02 PM.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk