

## Town Council Regular Meeting - March 14th, 2023

The Altavista Town Council held their March 2023 Regular Meeting in Council Chambers of the Town Hall/J.R. Burgess Municipal Building, 510 Seventh Street, on Tuesday, March 14th, at 6pm.

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

### Council Members

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

### Town Staff present:

Mr. Gary Shanaberger, Town Manager  
Mr. Mathew Perkins, Assistant Town Manager  
Mrs. Tobie Shelton, Treasurer/Finance Director  
Mr. Thomas Merricks, Altavista Chief of Police  
Ms. Sharon D Williams, Community Development Director  
Mr. Tom Fore, Public Services Director  
Mr. Paul Hill, Assistant Public Services Director  
Mr. Jeff Arthur, Public Works Manager  
Mrs. Crystal Hailey, Assistant Town Clerk  
Mr. John Eller, Town Attorney

Reverend Walter Pillow, Altavista Baptist Tabernacle, gave the invocation on this evening. After the invocation, Mayor Mattox led the meeting in the Pledge of Allegiance.

## 2. Agenda Adoption

Mayor Mattox informed Town Council of two amendments to this agenda:

- Remove: 3.b Resolution of Service for Marvin Clements
- Add: 3.c Proclamation for MS Education and Awareness

He asked Town Council if they had any questions, comments, or concerns in regard to the March 14th Town Council Meeting Agenda, of which there were none.

Councilman Tracy Emerson made a motion, seconded by Councilman Wayne Mitchell, to approve the March 14, 2023, Altavista Town Council Meeting Agenda as amended.

Motion carried.

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

## 3. Recognitions and Presentations

### 3.a Town of Altavista Personnel Changes:

- Milestone:  
None in February
- New Hire:  
Joshua Whorley, Utilities, Sr. Maintenance Specialist
- Departure:  
None in February

### 3.b Resolution of Service – Marvin Clements

Mr. Clements was not feeling well, so this item was moved to the April 11th meeting.

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3.c Community Development Director Sharon Williams presented a request on the behalf of Denise Elias. For the past three years, Ms. Elias asked Town Council to consider proclaiming March as Multiple Sclerosis Education and Awareness Month in the Town of Altavista. Ms. Williams stated that Ms. Elias had requested the same for March 2023.

Ms. Williams informed Town Council that Ms. Elias was ill and unable to attend that evening. She stated, after previous approvals, Ms. Elias shared the proclamations each year at the state level, showing Altavista's continued support for MS awareness.

With a motion by Councilman Jay Higginbotham, seconded by Councilman Tracy Emerson, Town Council adopted a Proclamation declaring March 2023 as MS Education and Awareness Month in the Town of Altavista.

Motion carried.

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

### 4. Citizen's Time

- Linda Janiak, representing the Staunton River Garden Club, stated that the Garden Club would like to continue to help fund the Lighted Snowflake Project, which they had done for the past seven years, and informed Council the Garden Club raised \$4,500, which would buy fourteen snowflake lights (on sale through the end of March). She said, with a fund match from the Town, the seven year project could be completed this year, 2023.

Councilman Emerson asked, with the Garden Club's funds for fourteen, how many more snowflake lights were needed.

Mrs. Janiak stated that sixteen additional snowflakes would complete the project.

With a motion by Councilman Emerson, seconded by Councilman Mitchell, Town Council approved for the Town to purchase sixteen snowflake lights, and authorized the Staunton River Garden Club's purchase of fourteen snowflake lights to be purchased with the town's order; with the agreement they would pay their portion of the invoice when due  
Motion carried.

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

### 5. Town & Community Partners - Updates

There were no updates on this date.

### 6. Consent Agenda

- TOA Monthly Financial Reports - February 2023
- Town Council Meeting Minutes – February RM and WS
- WTP Sedimentation and Solids Handling Project
  - Bond Counsel, Hutton-Andrews-Kurth
  - Engineering Services, Dewberry Engineering
  - VRA Financing, 30yr option
- DAWN: Additional Environmental Testing and Remediation Plan

Councilman Tracy Emerson made a motion, seconded by Vice Mayor Reggie Bennett, to approve the March 14, 2023, Consent Agenda as presented.

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Motion carried.

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

### 7. Public Hearings

Altavista's Community Development Director Sharon D. Williams presented each of the following five public hearings to Town Council:

7.a REZONING CASE RZ-23-01: A request by Glenn & Deborah Berger, to rezone 1.39± acres from M-Industrial to C2-General Commercial. The subject property is located at 3326 Lynch Mill Rd and identified as Parcel ID 69-A-65A.

Ms. Williams stated that when Mr. Berger retired recently, he decided to sell the aforementioned property where his law office had been, and he believed it would be more marketable as a residential property. She informed Town Council that this hearing was advertised, posted on the property, and adjacent property owners were notified by mail.

Ms. Williams said the Altavista Planning Commission also held a public hearing on this matter, and after discussion, were recommending approval of the request. She asked Town Council if they had any questions.

Councilman Higginbotham referenced the map presented of the area around 3326 Lynch Mill Road and asked if the entire block, shown in red, was currently zoned industrial.

Ms. Williams stated, if Mr. Berger's request was approved, Staff would ask that Council refer the adjacent stretch of industrial properties back to the Planning Commission for re-evaluation of their current designated zoning districts and discussion of future land use.

Ms. Williams stated it was her professional opinion that the town needed a "transitional" zoning district, from residential to commercial, to industrial, as a mixed-use district. She said that she believed such a district would be appropriate in this area, as well as along 7th Street in Altavista.

Councilman George asked if restaurants were allowed in a General Commercial district.

Ms. Williams answered, yes, restaurants were permitted in C2-General Commercial.

Mayor Mattox opened the public hearing at 6:11pm for public comment.

Mayor Mattox closed the public hearing at 6:12pm and asked Council if they had any additional questions or comments regarding this request, of which there were none.

Councilman Tracy Emerson made a motion, seconded by Vice Mayor Reggie Bennett, to approve the request by Glen and Devorah Berger to rezone their property located at 3326 Lynch Mill Road to C2-General Commercial, which currently allowed residential use.

Motion carried.

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

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7.b ORDINANCE AMENDMENT OA-23-01: to amend *Section 86-32, Use Types*, of Altavista's Zoning Ordinance - to amend the definition of a "Hospital".

Ms. Williams informed Town Council that she was recently approached, as Altavista's Zoning Administrator, and asked if one of the local hotels could be converted to a residential drug rehab center. She stated that she ruled against the request, and informed the inquirer that it was not a permitted use. Ms. Williams said, to date, her ruling had not been appealed.

Ms. Williams stated, to avoid any ambiguity in the future, Staff recommended amending the Zoning Ordinance's definition of hospital, "to exclude facilities operated for the treatment of drug addiction or substance abuse".

Ms. Williams informed Town Council that this hearing was advertised as required.

Mayor Mattox opened the public hearing at 6:13pm for public comment.

With no public comments offered, Mayor Mattox closed the hearing at 6:14pm and asked Council if they had any questions regarding this request, of which there were none.

Vice Mayor Reggie Bennett made a motion, seconded by Councilman Wayne Mitchell, and Town Council accepted Staff's recommendation and approved amending *Section 86-32, Use Types*, of Altavista's Zoning Ordinance, to amend the definition of a hospital to exclude the use for a drug addiction or substance abuse treatment center.

Motion carried.

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

7.c ORDINANCE AMENDMENT OA-23-02: An ordinance to amend *Sec. 86-352(5)* of the Zoning Ordinance to authorize hospitals in the C2-General Commercial Zoning District, with a Special Use Permit.

Ms. Williams stated the Planning Commission was in consensus to recommend the use be allowed in the C-2 Zoning District; however, due to the noise and traffic pertaining to a hospital, the Planning Commission recommended the use only be permitted through a Special Use Permit, approved by Town Council.

Mayor Mattox opened the public hearing at 6:15pm for public comment.

With no public comments offered, Mayor Mattox closed the hearing at 6:16pm and asked Council if they had any questions regarding this request, of which there were none.

Vice Mayor Reggie Bennett made a motion, seconded by Councilman Wayne Mitchell, and Town Council approved a hospital use in Altavista's C2-General Commercial Zoning Districts; but only permitted with a Special Use Permit, approved by Town Council.

Motion carried.

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

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7.d ORDINANCE AMENDMENT OA-23-04: An ordinance to amend *Chapter 62, Solid Waste, Weed Control* of the Code of the Town of Altavista.

Ms. Williams stated this chapter was last updated in 2004 when the town switched to automated garbage collection, which began in January 2005. She said, since that time, some of the town's policies and practices had changed, however, the code was not updated to reflect those changes.

Ms. Williams stated the Departments of Community Development and Public Services were recommending that the town's Solid Waste Ordinance be updated to reflect Altavista's current policies and procedures. She said the proposed code changes were based on policy changes, including collection schedules and bulk/brush collection, to establish a bulk collection policy for rental-unit moveouts, establish a policy for weekend truck rentals, and to require that all dumpsters be enclosed; the amendment also included removing the existing list of fees in this chapter, to be replaced by a reference to Altavista's current "Master List of Fees and Charges".

Ms. Williams also asked Town Council to consider approving Staff's proposed Dumpster Placement Policy, for businesses located in the Central Downtown Business District. She stated the policy was pertaining to businesses that did not have sufficient space to have their own dumpster and asked to place one on Town-owned property.

Councilman Higginbotham asked, in such cases, would the a business still have to have the dumpster screened, out of public visibility.

Public Services Director Tom Fore stated, in any case, businesses were required to abide by Town Code.

Vice Mayor Bennett asked who would be responsible for screening the dumpster.

Mr. Fore stated that, if the Town permitted a business to place a dumpster on town-owned property, screening the dumpster from sight would be the responsibility of the business.

Mr. Higginbotham asked, what the procedure was if there was not enough space to adequately screen-in a dumpster.

Ms. Williams referenced *Section 62-43* of Town Code, which stated that "reasonable exceptions to the enclosure requirement may be granted at the Zoning Administrator's discretion, in consultation with the Public Services Director".

Mayor Mattox opened the public hearing at 6:18pm for public comment.

There being no public comments, Mayor Mattox closed the hearing at 6:19pm and asked Council if they had any questions regarding this request, of which there were none.

Vice Mayor Reggie Bennett made a motion, seconded by Councilman Wayne Mitchell, and Town Council approved to adopt the Dumpster Placement Policy as presented by Staff for Altavista's Central Downtown District.

Motion carried.

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

7.e ORDINANCE AMENDMENT OA-23-03: An ordinance to amend *Sec. 86-382(6)* of the Zoning Ordinance to delete Resource Extraction as a permitted use in the M-Industrial Zoning District; and to amend *Sec. 86-566*, to delete the parking requirement for the use.

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Background: During a recent review of the Zoning Ordinance, Staff expressed concern that resource extraction was a permitted use in the Town of Altavista. It was the opinion of Staff that this use should not be permitted in a locality of which the land area was only 5sq miles. Staff presented the matter to the Planning Commission for review and guidance. The Commission held a public hearing on February 6, 2023, regarding the matter, after which they voted 5-0 in favor of recommending to Town Council that the use be stricken from Altavista's Zoning Ordinance.

Ms. Williams informed Town Council that both the Planning Commission and Staff believed this use would be better served in a county, not a small town, and recommended that resource extraction be deleted as a permitted use in the town's M-Industrial Zoning District: and to also delete the parking requirement for the use.

Ms. Williams reminded Town Council that an ordinance was not created for the benefit of one (person, business, or project), and stated that the question before Council that evening was whether resource extraction was appropriate in the Town of Altavista.

Ms. Williams stated that she would be happy to answer any questions Council may have; and that the Chair and Vice Chair of the Planning Commission were also in attendance that evening to answer questions. She informed Council that she also received an email from Commissioner Bolling in support of deleting resource extraction from Altavista's Zoning Ordinance.

Councilman Higginbotham reminded everyone, while resource extraction was currently allowed in Altavista's Zoning Ordinance, it was only permitted with a Special Use Permit, which had to first be reviewed and approved by Town Council.

Mr. Higginbotham shared his concern with Council being asked to consider removing a permitted use while a business owner was in the middle of the process of presenting their case to the Town for consideration of a potential project. He stated that he did not want the Town to seem "anti-business" with its Zoning Ordinance; and he believed the aforementioned use should remain, with the stipulation of a Special Use Permit, and any restrictions that were appropriate on a case-to-case basis.

Mayor Mattox asked what the Planning Commission's vote was pertaining to this matter; to which Ms. Williams answered, 5-0 in favor of removing the use.

Councilman Mitchell asked if there was anyone at the Planning Commission's public hearing pertaining to this matter, that spoke in favor of the use remaining in the Zoning Ordinance; to which Ms. Williams answered, no there was not.

Councilman George asked what date the Planning Commission held their public hearing pertaining to resource extraction; and when did the developer, interested in conducting a resource extraction project in the Town of Altavista, present their case to Council.

Ms. Williams stated the Planning Commission held their public hearing on Tuesday, February 6th, 2023; and Town Council received a presentation from Ken Newman, Royal Oak Farm, at their Tuesday, February 28th Work Session.

Councilman Higginbotham asked if Mr. Newman had ever contacted Town Staff regarding his intentions, prior to February 28th.

Ms. Williams stated that Mr. Newman contacted Town Staff, informing of his intentions, approximately eighteen months prior to that evening, but had made no further contact until requesting to speak at Council's February work session.

Ms. Williams referenced Altavista's recently updated Comprehensive Plan, and reminded Council that the Planning Commission was in the process of also updating the town's Zoning and Subdivision Ordinances, which they hoped to complete by December 2023.

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Ms. Williams stated, due to the town's recent purchase of industrial property on Dearing Ford Road, the Planning Commission was in consensus to start the Zoning Ordinance update by discussing this use, and whether it should be permitted in any of Altavista's M-Industrial Zoning Districts as a whole, not merely one parcel/property.

Vice Mayor Bennett shared, if the proposed resource extraction project was approved, he was concerned about the roads leading in and out of the project site being damaged by the increased presence of heavy trucks and equipment.

Councilman Mitchell stated that resource extraction was not attractive, and he believed it would damage Altavista's ongoing efforts to keep the town visually appealing to its community, visitors, and potential citizens.

Mr. Mitchell said he had multiple concerns with Mr. Newman's proposed project, stating (1) Mr. Newman had not contacted the US Army Corp of Engineers to assure that a resource extraction would be safe to the river that adjacent the property, (2) Mr. Newman was not clear on what the bond for his project covered, and (3) there was no clear evidence that the proposed work could be done with wetlands being on the property. Mr. Mitchell shared his favor in deleting resource extraction from the town's Zoning Ordinance.

Councilman Emerson stated that he trusted the due diligence of the Planning Commission and their opinion on this matter. He concurred with deleting resource extraction.

Mayor Mattox opened this public hearing at 6:39pm.

Mr. John Jordan, Chairman of the Altavista Planning Commission, shared his concerns with allowing resource extraction in the Town of Altavista. He stated, with Altavista working to eliminate blighted buildings and areas, especially on Main Street, he did not believe the use was favorable to those efforts, but would only cause additional blight. Mr. Jordan stated that the members of the Planning Commission offered their service to Altavista because they loved their town, and did not want to see such a visual nuisance.

Mayor Mattox closed the hearing at 6:43pm and asked Council if they had any additional questions regarding this item, of which there were none.

Councilman Wayne Mitchell made a motion, seconded by Councilman Tracy Emerson, to amend *Sec. 86-382(6)* of Altavista's Zoning Ordinance to remove Resource Extraction as a permitted use in Altavista's M-Industrial Zoning Districts: and to also *Sec. 86-566* to delete the parking requirement for the use.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice Mayor Reggie Bennett	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	No
	Mr. Tim George	Yes
	Dr. Scott Lowman	Recused

At this time, Councilman George referenced the "blight" issues Altavista had in both residential and commercial areas of town, and stated that he believed the Town should increase its efforts in blight control and maintenance requirements. He shared that he concurred with Chairman Jordan that blight was negatively affecting the Altavista's visual esthetics.

Vice Mayor Bennett referenced a recent presentation by State Bldg. Code Director Jeff Brown, and reminded Council that the Town already had "tools" available to combat some of its blight issues, such as implementing town ordinances; stating they could also elect to hire a Code Enforcement Agent.

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Mr. Bennett stated that it was ultimately up to Town Council to direct Staff on which way and method they wanted to proceed.

Councilman Higginbotham reminded Council of the actions previously taken by the town regarding blighted structures and properties, and stated that he believed those actions were very successful. He shared that he concurred with Chairman Jordan that the town needed to increase its efforts to combat its blight issue.

Vice Mayor Bennett asked for clarification of the difference between “blight” and a structure or property that merely needed proper maintenance.

Ms. Williams stated that blight as defined in State Code was a public safety issue.

Mayor Mattox stated that the seven members that collectively made up Town Council, were the final decision makers for town issues, and as such, it was Council’s responsibility to determine whether a blighted property or structure was a public nuisance.

Town Council was in consensus that the matter be discussed further at a later meeting, to determine the next steps to increase the town’s efforts of addressing its blight issues.

### 8. New Business

#### A. Consideration to Appoint Students to the Planning Commission

Background:

The Altavista Planning Commission was seeking ways to gain input from Altavista's youth. The Commission was unanimous that a student be appointed to serve on the Planning Commission, and at its March 6th, 2023, meeting, the Planning Commission voted 5-0 in favor of recommending Micah Andrews as a Student Commissioner, and Rayna Steele as an Alternate Student Commissioner.

Community Development Director, and Planning Commission Secretary, Sharon D. Williams stated that it was the Commission’s intent for the Student Commissioner to be a Senior, and the Alternate Commissioner to be a Junior that would take the Senior’s place when they graduated. Ms. Williams said the Planning Commission also recommended a stipend be paid to both students for their participation in serving their community.

Councilman Emerson asked what dollar amount the Planning Commission was recommending the Student Commissioners be paid.

Ms. Williams answered, stating the Planning Commission recommended paying the Student Commissioner the same stipend as a regular Commissioner, and the Alternate a lesser stipend.

Vice Mayor Bennett stated, as a liaison to the Planning Commission, he met the two Student Commissioners, and stated both were very smart individuals. He shared that he believed having this opportunity available to high school students could have a positive influence on their decisions to be involved in local government in the future.

Councilman Emerson referenced the proposed stipend for the Student Commissioners, and stated, since both would be attending Planning Commission meetings, he believed they should both be paid the same amount.

Unanimously, Town Council concurred.

With no further comments or questions from Town Council, Councilman Wayne Mitchell made a motion, seconded by Vice Mayor Reggie Bennett, to accept the Planning Commission’s recommendation and appoint Micah Andrews as a Student Commissioner, and Rayna Steele an Alternate Student Commissioner. This motion included paying a stipend to each student for their participation; and being the same amount as a regular Planning Commissioner.



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Motion carried.

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

### B. Altavista Community Transit System (ACTS) – Request to Declare Surplus

Background: The Town is only required to maintain one spare revenue vehicle. The 2016 transit bus (#6004) is at the end of its useful cycle and,.

Assistant Town Manager Matt Perkins thanked Town Council for their continued support of the Altavista Community Transit System. He stated, in June 2021, at the approval of Council, Town Staff ordered a replacement revenue vehicle with FTA 5311 funding, specifically to replace the 2016 Ford Bus-on-Chassis (BOC).

Mr. Perkins informed Town Council that the new 2023 Starcraft Allstar Transit Bus was delivered on February 17th and put into service on February 23rd, 2023. He stated the Town would maintain the 2018 Ford BOC as its spare revenue vehicle.

Mr. Perkins asked that Council consider declaring the Town's revenue vehicle #6004 as surplus, and authorize staff to list the vehicle for sale. He stated, if declared surplus, the vehicle would be disposed of in accordance with Town and DRPT policy and procedures.

Councilman Higginbotham asked how many miles the 2016 Ford vehicle had.

Mr. Perkins answered, stating the old 2016 revenue vehicle had 136,000 miles.

Councilman Jay Higginbotham made a motion, seconded by Councilman Wayne Mitchell, to accept Staff's recommendation and approve their request to declare the Town's 2016 Ford BOC revenue vehicle as surplus.

Councilman Lowman asked if the Town could use the aforementioned transit vehicle for any other use, besides its original revenue purpose.

Mr. Perkins stated, if the Town wished to keep the 2016 Ford transit bus, the Town would need to write an official request to purchase the vehicle to the DRPT (Department of Rail and Public Transportation).

Motion carried.

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

### C. Continuation of TOA Healthcare Plan for Town Retirees, not Eligible for Medicare

Background: At their January 10th, 2023, Town Council approved the updated Town Employee Handbook, which included a revision to the Town's health plan benefit, allowing retirees, with three or more years of service, the option to continue participating in the Town's medical, dental, and vision coverage, until they reached Medicare eligibility.

Finance and Administration Director Tobie Shelton The Town provides health insurance coverage for eligible employees and their family members through The Local Choice (TLC); however, a retiree was responsible to pay the full cost of such coverage.

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Mrs. Shelton stated, for the approval to be affective, Staff was requesting approval of a Resolution, that stated the Town of Altavista offered its retirees, not eligible for Medicare, health insurance coverage, to include medical, dental, and vision.

Councilman Wayne Mitchell made a motion, seconded by Councilman Tracy Emerson, to approve the Resolution as presented by Staff, to allow Town Retirees, not eligible for Medicare, to continue participating in the Town's Health Care Plan, at the (full) cost to the individual.

Motion carried.

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

### 9. Unfinished Business

#### A. English Park – Wayfinding Signage Project

Assistant Public Services Director Paul Hill informed Town Council that Staff ( Tom Fore, Jeff Arthur, Sharon Williams, and himself) recently met with Kimberly Cottle, Cottle Media, the contractor manufacturing the signs for this project, to obtain a completion date.

Mr. Hill shared with Council a summary from Mrs. Cottle that included a production timeline and installation dates for the signs; also, a project completion date of May 29th.

Vice Mayor Bennett asked if the delay with this project was due to supply-chain issues.

Mr. Hill stated that Staff asked Mrs. Cottle to share her documentation that showed any backdated materials, but that was not done. He stated, moving forward, Staff asked Mrs. Cottle to have the project completed by the date given on the most recent production and installation summary.

Councilman Emerson asked if Cottle Media had been paid in full for this project.

Mr. Hill said, confirmed by Mr. Fore, that Mrs. Cottle was paid \$27,000 to date, with the remaining amount not to be paid until the project was completed.

Mr. Fore informed Town Council that the GIS and QR Code options were removed from the scope of work in order to get the signage installed in a more timely manner. He stated that Mrs. Cottle assured Staff that she would be working hard on this project in March and April, to have the project completed by the May completion date that she gave.

Councilman Emerson asked who was responsible for installing the wayfinding signage; to which Mr. Fore answered, that Cottle Media would be installing the signs.

### 10. February 2023 Departmental Reports, Project Updates, and Communications

- TOA Finance Reports
- Utilities – Project Updates
- Public Services Monthly Report
- Community Development Report
- Altavista Police Department Reports
- APD - ARPA Equipment Grant Program Opportunity for Law Enforcement
- Town Council Monthly Meeting Calendars - March and April

Departmental Reports and Council Meeting Calendars were delivered to Town Council with their March 14th Meeting Agenda Pre-Packet.

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Mayor Mattox asked the Town Manager and Department Directors if they had any project updates or comments pertaining to their monthly reports.

- Community Development Director Sharon Williams informed Town Council of an upcoming event the Town was hosting. She stated that Staff was able to secure a paper-shredding truck for Saturday, April 15th, and with the truck being paid for by AARP, the Town was able to offer this service free to the Altavista community.

Councilman Emerson informed everyone that a paper-shredding truck would also be on site at the Jason Saunders Car Show Event on April 29th, at Crossroads Church on Rt. 29.

- Chief Tommy Merricks informed Town Council that the Altavista Police Department was given the opportunity by the DCJS to apply for ARPA funds. He said the APD qualified for a 100% grant in the amount of \$208,000, which is required to be used towards equipment to fight “violent crimes”. Chief Merricks stated a few of the APD’s vehicles had high milage, so he intended to utilize the grant to purchase four new police vehicles.

Mayor Mattox asked Chief Merricks if he intended to purchase all four vehicles at one time

Chief Merricks stated there was a required deadline to use the grant funds by early 2024.

- Town Manager Gary Shanaberger shared his appreciation for Town Staff, the hard work they do, and how Staff “worked together” to address issues and accomplish tasks. He stated that he was proud to work with such a good group of people.

### 11. Matters from Council

- Councilman Wayne Mitchell referenced the boat ramp area in English Park and informed Staff there was a lot of mud in that area.

Public Services Director Tom Fore stated, when mud accumulates on the boat ramp, Staff typically waits a couple of weeks to clean the area in case additional mud accumulates.

- Councilman Tracy Emerson referenced a mechanic shop located on Main Street and shared his concerns with the shop having too many cars parked in front of the building. He reminded everyone that the Town approved an ordinance a few years ago to deter this issue.

Ms. Williams stated that she would investigate the matter further.

- Councilman Tim George asked if the \$43,000 in the Jenks Fund was new.

Finance Director Tobie Shelton stated the existing funds were a remaining balance.

- Councilman Scott Lowman referenced West Road, located off of Bedford Avenue, and shared his concerns with the road not having any “speed limit” signage.

Public Services Director Tom Fore stated that he would take care of having one installed.

- Mayor Mattox reminded everyone that Council’s Tuesday, March 28th Work Session (starting at 5pm) was a “budget” work session.

### 12. Closed Session

Town Council went into Closed Session under State Code, Section 2.2-3711(A)(7) and Section 2.2-3711(A)(29).

With a motion made by Vice Mayor Reggie Bennett, seconded by Councilman Tracy Emerson, the motion carried, and Council began their closed session at 7:30pm

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	Yes
	Mr. Wayne Mitchell	Yes		

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Notice was given that the Town Council was back in regular session at 8:07pm.

### 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

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	Yes
	Mr. Wayne Mitchell	Yes		

Town Manager Gary Shanaberger informed Staff that the Altavista Town Council did not make any official actions as a result of their 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, of which there were none.

Mayor Mattox adjourned the meeting at 8:10 p.m.

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Michael Mattox, Mayor

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Gary Shanaberger, Town Clerk,  
Town Manager