

Altavista Town Council Regular Meeting - June 13, 2023

The Altavista Town Council held their June 2023 Regular Meeting in Council Chambers of the Town Hall/J.R. Burgess Municipal Building, 510 Seventh Street, on Tuesday, June 13th, 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
Mayor Michael Mattox
Mr. Wayne Mitchell

Absent: Dr. Scott Lowman

Town Staff present:

Mr. Gary Shanaberger, Town Manager
Mr. Mathew Perkins, Assistant Town Manager
Mrs. Tobie Shelton, Treasurer/Finance Director
Captain Kenneth Moorefield, APD Deputy Chief
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

Pastor Bobby Brumfield, New Beginnings Baptist Church, delivered the Invocation. After the invocation, Mayor Mattox led the meeting in the Pledge of Allegiance.

2. Agenda Adoption

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the May 9th Meeting Agenda, of which there were none.

Councilman Tim George made a motion, seconded by Councilman Tracy Emerson, to approve the June 13, 2023, Altavista Town Council Meeting Agenda as presented.

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

3. Recognitions and Presentations

Town of Altavista Personnel Changes – May 2023:

- Milestones:
None
- New Hires:
None
- Departure:
Samuel Maddox, Water Department Trainee

4. Citizen's Time

There were no citizen comments given during this meeting.

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5. Town & Community Partners - Updates

- Altavista Area Chamber of Commerce

Mrs. Codie Cyrus, currently serving as Interim Director for the Chamber, presented Town Council with the Chamber's new Business Plan, and shared the Chamber's intentions to restructure and focus their efforts to better support Altavista's local businesses.

Mrs. Cyrus also informed Town Council that the Chamber was holding a community carnival in August 2023; which was intended as a fundraising event to help cover the rising costs of hosting the Town's Uncle Billy's Day Festival. She stated it was the Chamber's desire for the festival to become self-sustaining.

Assistant Town Manager Matt Perkins informed Mrs. Cyrus that she could contact him for the required paperwork (Special Event Permit) for the Chamber's carnival.

6. Consent Agenda

- TOA Monthly Financial Reports - May 2023
- Town Council Meeting Minutes for the May Regular Meeting and Work Session
- Delinquent Utility Accounts – Write-offs
- FY2023 Budget Amendments and Departmental Transfers

Councilman Tracy Emerson made a motion, seconded by Councilman Wayne Mitchell, to approve the June 13, 2023, Consent Agenda as presented.

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

7. Public Hearings

There were no public hearings held on this date.

8. New Business

- Public Works (PW): FY2023 CIP – Funds Re-allocation Request

Jeff Arthur, Manager of Altavista's Public Works Department, informed Town Council there were unexpended funds remaining in PW's FY2023 CIP budget, and ask Council to allow a portion of those funds to be reallocated and utilized to purchase a 16' utility trailer.

Councilman George asked what the amount was of remaining funds, to which Mr. Arthur stated \$7,000.

Councilman Emerson recommended that Council allow the request, to which all Council members present on this date concurred.

9. Unfinished Business

- FY2024 Budget, Capital Improvement Plan, Town Tax Rates, Water & Sewer Rates, and Altavista's Master List of Fees and Charges

Town Treasurer/Director of Finance, Tobie Shelton, presented this item to Town Council. She stated, over the past several months, Town Council reviewed and commented on the proposed FY2024 Budget and FY2024-2028 Capital Improvement Program (CIP); and accordingly, held the required public hearings.

Mrs. Shelton said the proposed budget totaled \$21,156,030, and included the General Fund, Enterprise Fund, Cemetery Fund, and Highway Maintenance Fund.

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Mrs. Shelton stated, at that time, Staff was requesting Council's approval of the budget and CIP, which allocated funds for the fiscal year beginning July 1, 2023, and ending June 30, 2024. She said, approval of the budget and CIP also required approval of the appropriate resolutions and ordinances related to the items.

Mayor Mattox went through each item for individual approvals by Town Council.

- FY2024 Town of Altavista Budget
 - Approved: all seven Council members voted in favor of approval
- FY2024 Altavista Utility Rates, with increases
 - Approved: six members voted in favor; Councilman Higginbotham opposed
- FY2024-2028 Capital Improvement Plan
 - Approved: all seven Council members voted in favor of approval
- Altavista's FY2024 Master List of Fees, with some increases
 - Approved: six members voted in favor; Councilman Higginbotham opposed

Mayor Mattox thanked Mrs. Shelton Town Staff for working with Council to create a balanced budget, and for the hard work they do every day for the Town of Altavista.

Mrs. Shelton thanked Town Council for their support.

▪ WTP Sedimentation and Solids Handling Project – Designs & Specifications Proposal

Background: This Project was part of Altavista's Water FAIP. Town Staff applied for a loan with VDH and was awarded a \$3,057,000 loan, with a \$2,340,000 loan forgiveness. This project was developed to help the WTP Staff reduce waste flow amounts to the WWTP; and to also help lower disinfection by-products. Town Council approved moving forward with this project, and the PER draft was sent to VDH for approval. The next steps included creating Design and Specifications Plans for the project.

Director of Public Services, Tom Fore, presented this item. He informed Town Council that Dewberry Engineers, Inc. submitted a proposal that was within the initial budget for Phase I of the project, Design, Specifications, and Contract Administration. Mr. Fore asked Council to accept Staff's recommendation and approve Dewberry for the project.

Councilman Jay Higginbotham asked if the handling process was mechanical or vacuum.

Assistant Public Services Director Paul Hill confirmed it was a vacuum process.

Town Council accepted Staff's recommendation and approved Dewberry Engineers, Inc. for the Design and Specifications portion of the WTP Sedimentation and Solids Handling Project.

10. May 2023 Departmental Reports, Project Updates, and Communications

- TOA Finance Reports
- Utilities – Project Updates
- Public Services Monthly Report
- Community Development Report
- Altavista Police Department Reports
- Town Council Monthly Meeting Calendars – June and July

Departmental Reports and Town Council's Meeting Calendars were delivered to Council with their June 13th Meeting Agenda Pre-Packet.

Mayor Mattox asked the Town Manager and Department Directors if they had any project updates, comments pertaining to monthly reports, or any other matter to discuss with Council.

- Assistant Director of Public Services, Paul Hill, informed Town Council that Staff recently received a letter from Riverstreet Networks - providing a notice that the foreign exchange services they provide Altavista (at three separate locations) would no longer be available as of December 31st, 2023.

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Mr. Hill stated that Staff was working with AIC to create a plan of action to cover this service until the Town completed its upgrade to fiber optics. He said, when that occurred, the town would no longer need an outside service, because it would own the fiber.

11. Matters from Council

- Councilman Tim George asked for an update on the Eco Misterters that the Town purchased for the PCB Remediation Project.

Assistant Director of Public Services, Paul Hill informed Council that the misterters were currently inoperable, due to a damaged pump. He stated Slimline offered to pay half of the cost to fix the issue, and the pump manufacturer offered to pay half of the cost, with the labor cost being the responsibility of the Town; but, at that time, the Town had not agreed to any proposals, and were waiting on documentation from Dominion Power, to confirm power during the time of the Town's brief usage.

- Councilman Wayne Mitchell stated that he noticed several small maintenance projects needing to be addressed in all of the Town's neighborhood parks. He suggested that the Parks & Recreation Committee be given a small budget to help tackle these projects without having to go through an approval process.
- Councilman Mitchell also referenced the river area and access points in English Park. He stated that the litter issue needed to be addressed, and suggested additional "Don't Litter" signs be added; as well as consideration of amending the Town's policy to implement a fine for violators.

Public Services Director Tom Fore said that the issue has been an ongoing occurrence, stating that Public Works picked up tons of litter from the parks every day. He suggested consideration of implementing community service be required for individuals that were caught littering in the parks and around the river.

- Vice Mayor Reggie Bennett referenced shared his favor with the Town creating policies to help deter littering in both the community and neighborhood parks.
- Mayor Mattox thanked Town Staff and Town Council for their hard work, and for working together so diligently to accomplish a balanced budget for fiscal year 2024.

12. Closed Session

There was not a closed session held on this date.

13. Adjournment

With no further business to discuss, Mayor Mattox adjourned the meeting at 6:57pm.

Michael Mattox, Mayor

Gary Shanaberger, Town Clerk/Town Manager