

Town Council Work Session, Tuesday, November 22, 2022

The 2022 November Work Session for Altavista's Town Council was held in Council Chambers of the J.R. Burgess Municipal Building, 510 7th Street, on Tuesday, November 22nd, 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
Mr. Timothy George
Mr. Jay Higginbotham
Dr. Scott Lowman
Mayor Michael Mattox
Mr. Wayne Mitchell

Also Present:

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

1. Agenda Adoption

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the November 2022 Council Work Session Agenda, of which there were none.

Councilman Wayne Mitchell made a motion, seconded by Councilman Tracy Emerson, to approve the 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. Timothy George	Yes
	Dr. Scott Lowman	Yes

2. Recognitions and Presentations

▪ FY2022 Financial Audit Report

Altavista's Finance Director, Tobie Shelton, introduced David Foley, with Robinson, Farmer, & Cox Associates (RFC) CPAs/Consultants. Mr. Foley gave Council an overview of the financial audit they conducted for the Town of Altavista's 2022 fiscal year.

Mr. Foley presented Council with the Independent Auditor's Report, as well as a required letter of correspondence, "Communication with Those Charged with Governance", which outlined the findings of RFC's audit.

Mr. Foley informed Town Council that RFC issued an "Unmodified Opinion" on the Town of Altavista's FY2022 Financial Statements, which he stated was the cleanest opinion an auditor could give a set of financial statements. He said the unmodified opinion was a reflection that the Town's financial statements were prepared with generally accepted accounting principles.

Mr. Foley stated that RFC also conducted a single Federal Compliance Audit of the Town's Federal Grant Expenditures; and the audit concluded there were no significant deficiencies and no material weaknesses in town compliance with federal grant programs.

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Mr. Foley stated that neither he nor his audit team encountered any difficulties in dealing with management while performing and completing the Town's financial audit. He said that Mrs. Shelton and her administrative team did an excellent job preparing for the audit; as well as pulling additional documents and answering questions during the audit process.

Mr. Foley said he would be happy to answer any questions, of which there were none.

There was a unanimous consensus of Town Council to place this item on the December 13th Regular Meeting Consent Agenda for approval and acceptance of the financial report.

Mayor Mattox thanked Mr. Foley and Robinson, Farmer, & Cox Associates.

3. Citizen's Time

Mayor Mattox asked if there were any citizens present that would like to come before Town Council regarding a non-agenda item.

Mr. Mark McPherson, 2809 Bedford Hwy, Lynch Station, introduced himself as Altavista Combined School's Athletic Director. He shared that his goals as both a citizen and an athletic director were for the betterment of the Town of Altavista.

Mr. McPherson stated, although he had only been in the area a short period of time, buying a home in Lynch Station and being the Athletic Director for the town's combined school, he felt like he was a part of the Altavista community, and that citizenship was very important to him.

Mr. McPherson said that his goals as a citizen and Athletic Director were the same – to accomplish projects and policies for the betterment of Altavista. he informed Council that he had already met with Altavista's Town Manager, Gary Shanaberger, and he looked forward to working with the Town more closely in the future.

4. New Items for Discussion

4.1 Town of Altavista (TOA) – Employee Handbook Update

Background:

Periodically, the Town Council and Town Manager review the TOA Employee Handbook for needed updates and revisions.

Town Manager, Gary Shanaberger welcomed Margaret Schmitt, The Berkley Group, to the Council Meeting, and stated that Ms. Schmitt would be presenting Town Council with the proposed handbook updates. Mr. Shanaberger informed Council there were a few items removed from the handbook that were no longer pertinent to Altavista employees; and there were a few additions that were being proposed in order to keep the Town competitive in the local job market.

Ms. Schmitt stated, when she and designated members of Town Staff reviewed the TOA Employee Handbook, they made sure the document was up-to-date and in compliance with state and federal employment laws, regulations, and notice requirements; and the Employee Receipt Acknowledgement was updated to include these changes.

Ms. Schmitt said the TOA Employee Handbook was also streamlined, from its previous fifteen chapters down to eight chapters, in order to make the document more organized and user-friendly for employees to understand its content.

Ms. Schmitt referenced the proposed revisions in regard to employee benefits, and shared with Council the surrounding localities that were reviewed to determine those changes. She said, when reviewing benefits from the aforementioned localities, Staff found that Altavista was “lagging” in the general market average in most benefit categories.

Ms. Schmitt went through the proposed revisions, including retirement eligibility for insurance coverage, three additional paid holidays, annual earned leave by anniversary, maximum hours of carryover, and maximum hours of pay out.

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Ms. Schmitt stated that the next steps in the updating process would be to get feedback from Town Council, have the Town Attorney review the draft document, Council consider approving the updates at their December regular meeting, and the newly updated TOA Employee Handbook be implemented on January 1st, 2023. She said that she would be happy to answer any questions that Council may have regarding the proposed revisions.

Councilman Higginbotham suggested this item be postponed and discussed during the upcoming/FY2024 Budget process.

Councilman Mitchell asked if the proposed changes to the employee handbook would affect the budget.

Town Manager Gary Shanaberger stated that the proposed changes to the TOA Employee Handbook were mostly pertaining to “paid leave”, whether during holidays, or accrued time off, and there were no monetary actions pertaining to the Town’s budget.

Mr. Shanaberger referenced the proposal to add three additional paid holidays to the town’s operational schedule. He stated that the initial thought was to follow the State’s holiday schedule, which was 14 ½, however, that number could go up if Virginia’s Governor decided to add holidays in the future. Mr. Shanaberger stated that he believed the three additional holidays proposed would help the Town be more competitive in the job market than the Town’s current ten (10) holidays.

Councilman Lowman stated that he believed the proposed changes to the employee handbook were “part of the town’s day-to-day operations” and that Council should consider the Town Manager’s proposals.

Councilman Mitchell shared that he concurred with Councilman Lowman. He stated that he was unfamiliar with general HR practices and asked how often an employee handbook needed to be reviewed and updated.

Ms. Schmitt stated, when the General Assembly passed new legislation regarding employee policies, it was up to local governments to adjust and make those changes within their organizations. She shared that she believed a locality should review their employee policies/handbook every 3-5 years to make sure they stay compliant, or sooner if significant federal or state legislation was passed.

Mr. Mitchell reminded Council, whether they wanted to or not, the Town of Altavista was competing with Lynchburg and Danville to retain employees. He stated that he believed offering adequate benefits would help Altavista stay competitive in the job market.

Vice Mayor Bennett stated that he did not believe giving additional days off would cut productivity. He said that he felt the Town of Altavista had great employees that always strived to achieve their work responsibilities, and twice as hard after having time off.

Councilman Emerson stated he was surprised that Altavista was lagging so far behind other surrounding localities when it came to the benefits/time off that it offered its employees. He shared his favor with the proposed updates, but suggested the Town add a stipulation to the policy that stated employees could not wait until the end of a calendar year to use all of their accrued time off.

With no further comments from Town Council, there was a consensus of Council to place this item on the December 13th Consent Agenda.

4.2 CY2023 Town Council Meeting Schedule

Finance Director Tobie Shelton shared with Council the draft meeting schedule for calendar year 2023. She reminded everyone that the Altavista Town Council currently met twice a month; the 2nd Tuesday of each month, at 6pm, for their Regular Meeting, and the 4th Tuesday of each month, at 5pm, for their Work Session; and based on past direction by Town Council, there was no Work Session scheduled in December.

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Mrs. Shelton stated that the aforementioned meetings were usually conducted in Council's Chambers of the J.R. "Rudy" Burgess Municipal Building (Town Hall), 510 7th Street.

Mayor Mattox asked Town Council if they had any questions or recommended any changes to Council's meeting schedule, of which there were none.

There was a unanimous consensus of Town Council to place this item on the December 13th, Town Council Meeting, Consent Agenda for official approval.

4.3 Altavista Community Transit System (ACTS)

Background:

Annually, Town Staff applies for a grant through the Department of Rail and Public Transportation (DRPT), for funding of the Altavista Community Transit System (ACTS). ACTS' Operations have historically been funded with 50% Federal funds, 15% State funds, and 35% Town funds; and CIP funding budgeted as 80% Federal/State and 20% Town. This matter is being presented at this time, as the grant application deadline for DRPT funding requests is February 01, 2023.

Assistant Town Manager Matt Perkins stated that Staff was requesting Council's authorization to place this item on the December 13, 2022, Regular Town Council Meeting Consent Agenda for official approval of the proposed ACTS Budget; and authorization to apply for applicable grant funding.

There was a unanimous consensus of Town Council to approve the FY2024 Budget & CIP for ACTS; to authorize Staff to apply for DRPT Grant funding for ACTS operations and CIP; and to place this item on the December 13th Consent Agenda for official approval.

4.4 Clarifier #3 Rehabilitation Project – Engineering Services

Background:

The #3 Clarifier has been in use constantly since 1995; and currently all equipment in the Clarifier is in need of replacement. This project was part of the fund borrowing the Town Council recently approved.

Altavista's Director of Public Services, Tom Fore, stated, under previous approval and direction of Town Council, Staff solicited the town's five on-call Engineering Consultants to provide a cost for their services pertaining to the rehabilitation of Clarifier #3. He said three Consultants provided proposals, which were provided in Council's agenda packet.

Mr. Fore stated that Staff was recommending approval to have Hurt & Proffitt, the lowest bidder, provide the Town with engineering services for the Clarifier #3 Rehabilitation Project; and asked that Town Council add the item to the December Regular Meeting Consent Agenda for approval.

Councilman Higginbotham asked how long it would take to design this project.

Mr. Fore stated that Hurt & Proffitt were provided with plans to go by, so he believed it wouldn't take them more than 90 days to complete their design work.

Town Council accepted Staff's recommendation for Hurt & Proffitt to provide engineering services for this project; and to place this item on the December 13th Consent Agenda for official approval.

4.5 Town of Altavista – Comprehensive Plan Update

Background:

The Planning Commission and Town Staff have been working to update the town's Comprehensive Plan, which was last adopted in 2016. In accordance with §15.2-2230, the plan must be reviewed at least once every 5 years, to determine if amendments are needed.

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Altavista's Community Development Director and Planning Commission Secretary, Sharon D. Williams, AICP, provided Town Council with an overview of the proposed changes to the Comprehensive plan that were recommended by the Planning Commission.

Ms. Williams stated, if Council approved of the changes and additions to the plan, Town Staff would advertise and hold a public hearing at Council's December 13th Meeting for public input; and ultimately adoption approval by Town Council. She stated there was a hard copy of the draft document at both the Town Hall Office and the Staunton River Memorial Library in Altavista, and could also be viewed on the town's website.

4.6 Spark/Town Hall/ English Park – Internet Connection and Extension

Background:

In preparation for converting the vacant fire station into the Spark Innovation Center, the Town worked with River Street Networks and Mid Atlantic Broadband to extend the fiber connection from the alley behind the facility into the building. The Town entered into a contract with River Street Networks to provide a 50/50Mb connection to the building, at a cost of \$930 per month for three years. At the direction of Town Council, Staff met with ITG and River Street Networks to determine if Town Hall could be connected to Spark's internet, which would eliminate the monthly Comcast bill. Staff also received a proposal to create a public access Wi-Fi network at English Park, which included upgrades to the existing security cameras in the park and installation of the new cameras.

Community Development Director Sharon Williams presented this item to Council. She introduced Scott Francis, 303 Mills Spring Drive, Forest VA, Vice President of Operations with Integrated Technology Group (ITG), which currently manages the town's IT services. She stated that Mr. Francis was there to help explain the logistics for proposed internet upgrade and answer any questions Council may have.

Mr. Francis informed Town Council that it was possible to integrate Town Hall and the Police Department with the Spark Innovation Center's internet, however, to keep the infrastructure secure, would require additional work.

Ms. Williams shared a comparison chart of the town's current internet costs and the cost of the proposed plan. She stated, if the proposed plan was approved, the town would still have a monthly internet bill of approximately \$930, however, the Town Hall and Police Department would have better (higher speed) internet service.

Ms. Williams stated that this project was in the FY2024 CIP, but Staff was bringing the project before Council now because the quotes were only good for thirty days.

Councilman Lowman shared his favor with choosing Option II, 500gb, over Option I, 200gb, in the proposed plan. He reminded everyone that technology was improving every day, and the electronics used today were data-heavy and required a faster internet speed than just a few years ago.

Vice Mayor Bennett asked APD Chief Merricks to elaborate on why upgrading the existing security cameras at English Park was so important.

Chief Merricks stated if the proposed plan was approved, the new cameras would have better viewing technology, and a specific license plate recognition camera. He said there would also be more areas of the park that were currently not covered by the cameras.

Councilman Mitchell referenced Council's recent decision to revise the town's financial policies to "free-up" some reserved funds to use on projects for the betterment of the community. He stated that he believed the proposed internet upgrade project qualified for the use of those reserve funds. Mr. Mitchell applauded the Mayor and Dr. Lowman for their efforts in trying to offer the Altavista community better internet service.

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

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There was a consensus of Town Council to choose Option 2 of the presented options; which consisted of connecting the Spark Innovation Center's broadband internet to Town Hall, the Altavista Police Department, and English Park; with upgrades to the security cameras at English Park. The consensus included placing this item on the December 13th Consent Agenda for official approval.

4.7 Zoning Text Amendment Request - Solar

Altavista's Community Development Director, Sharon D. Williams, AICP,

Ms. Sharon D. Williams, AICP, Altavista's Community Development Director, presented this item to Town Council. She informed Council that Pivot Energy recently submitted an application requesting the consideration for an amendment to Altavista's Zoning Ordinance to allow large-scale solar development in the town's M-Industrial and C-2 Commercial Districts, with a Special Use Permit (SUP).

Ms. Williams reminded Council there was enabling legislation in the town's zoning ordinance that allowed an applicant or contracting purchaser to submit such a request. She stated, as the town's zoning administrator, she was their expert in all matters of land-use, growth, and development, with an obligation to help Town Council understand all submitted requests.

Ms. Williams stated that the item before Council that evening was pertaining to "use" and whether the town wanted to allow the requested amendment for that particular use (solar). She said such a decision should not be based on an individual developer, or any particular piece of land/parcel, but considered using the town's overall vision and its desire to, or not, to allow the requested use.

Ms. Williams stated, "zoning is law", and a locality's zoning ordinance was its rule book for development and establishing permitted land uses; together with a zoning map, it determined what could be built and how, while setting the legal framework for its locality.

Ms. Williams referenced that, over the past few months, the town and its citizens had been lobbied to approve one particular solar development, but she reminded Town Council that the request at hand was to amend the town's zoning ordinance, by adding a new use that would affect 883 parcels within the Town of Altavista, zoned either M-Industrial or C-2 Commercial. She shared a large zoning map of Altavista for Council's visual reference.

Ms. Williams stated, when Town Council received a request to amend the town's Zoning Ordinance, Town Council had several options available, which are explained below. She also provided Town Council with draft actions for each option.

1. Refer the request to the Planning Commission as submitted by the applicant. The Town's Zoning Ordinance requires the Planning Commission to review the proposed text amendment and to hold at least one public hearing before making the recommendation to Town Council. The Planning Commission may make changes to the proposed text amendment based on its review. The Planning Commission must provide its recommendations to the Town Council within 100 days after the referral to the Planning Commission. Town Council may take final action on the proposed text amendment only after Town Council holds at least one public hearing on the proposed amendment. Town staff has not yet evaluated the land use considerations associated with the proposed text amendment. If the proposed text amendment is referred to the Planning Commission, Town staff will provide their analysis of the proposed text amendment.

2. Refer the request to the Planning Commission with guidance and direction. Text amendments are typically initiated by Staff for "housekeeping" changes involving minor corrections, clarifications, or updates reflecting minor policy changes or changes in state or federal law. Staff has not evaluated the land use considerations associated with the proposed text amendment. If the proposed text amendment is referred to the Planning Commission, Town Staff will provide its analysis of the proposed text amendment.

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The proposed text amendment would add a new section to the Zoning Ordinance for a use that is not currently permitted in the Town. To guide the future review by the Planning Commission and Town staff, staff recommended that the Town Council establish some guidelines for the criteria to be considered by the Planning Commission. Town Council can set the criteria for review and consideration by the Town Council. Below are example items and questions that Town Council may want to include in its direction to the Planning Commission:

- a. What types and sizes of solar facilities are appropriate in the Town?
- b. Should other size solar projects be addressed and defined in the Zoning Ordinance (i.e., small scale, medium scale, and community solar facilities)
- c. If permitted, what zoning districts are appropriate for the proposed solar use?
- d. Should the use be permitted by right or with a Special Use Permit?
- e. Should the Zoning Ordinance include restrictions on the total acreage or density that can be developed for solar use?
- f. If permitted, what location, development, appearance, and operational requirements should be defined in the Zoning Ordinance? 1. Should minimum requirements be established for setbacks, signage, noise, lighting, height, groundcover, and fencing already allowed in the proposed district or should there be minimum standards related to solar facilities?
- g. If allowed, what should be the application procedure for solar projects? 1. A pre-application meeting 2. Community meeting 3. What should be the application form, fees, and other requirements i. Project narrative ii. Environmental impact review iii. Wildlife impacts narrative iv. Cultural impact narrative v. Preliminary site plan vi. Public Information vii. Landscaping and screening requirements viii. Grading plan ix. Traffic Study x. Decommissioning and reclamation plan xi. Fee to cover staff review of the application.
- h. Should the solar project be required to comply with the Comprehensive Plan? Should the Town's Comprehensive Plan be amended to outline the desired development of solar facilities within the Town?
- i. Should third party review and inspection fees be charged and paid for by the applicant for solar facilities?
- j. What should the bonding process be for landscaping and decommissioning?
- k. Are there payment agreements that Altavista should require for the development of solar facilities? As noted above, the Planning Commission will hold at least one public hearing on the proposed text amendment and may make changes to the proposed language. The Planning Commission must provide its recommendation to the Town Council within 100 days after the referral to the Planning Commission. Town Council may take final action on the proposed text amendment only after Town Council holds at least one public hearing on the proposed amendment. The Town Council may modify and make amendments to the recommendation made by the Planning Commission.

3. Town Council may defer action on this item to a future Town Council work session for additional discussion. This option would allow the Town Council to further evaluate the available options at this time.

4. Town Council may choose to take no action on the request. Should Town Council decide not to refer the request to the Planning Commission, the Town would reimburse the application fee paid by the applicant.

Ms. Williams said that she would be happy to answer any questions Town Council may have, and the Town's Attorney, John Eller, was also available for any questions from Council.

Mayor Mattox asked, if the aforementioned request was approved, any parcel of land zoned M-Industrial and C-2 Commercial in the Town of Altavista could be used for solar development.

Ms. Williams stated that was correct, but a request for a Special Use Permit to do so would still have to be submitted to the town for consideration of any property/parcel.

Councilman Lowman asked if solar development was a possible use of land in a flood plain.

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Ms. Williams stated she was unsure, but there had been conversations about how to do so.

Councilman George stated, if the town approved the request by Pivot Energy, it would be leaving the door open for other solar developers to seek opportunities in Altavista.

Ms. Williams stated that was correct. She asked Council to keep in mind that Pivot Energy's request was to amend the town's zoning ordinance to allow for solar development which would affect multiple districts and parcels, not just for the one property they were currently interested in.

Vice Mayor Bennett stated that Pivot Energy's proposal may or may not be a "good fit" for the Town of Altavista, however, if desired, the town had the right to draft an ordinance regarding solar energy and solar development that would be in its community's best interest. He stated, either way, he believed a decision should not be made without hearing all of the facts available, in order to make a fair and unbiased decision about the matter.

Ms. Williams informed Town Council that most solar developments were located in counties with ample farmland available for such development, not found in small towns.

Councilman Mitchell said that Ms. Williams' statement was very insightful and reminded everyone that Altavista was a small town, with very little remaining land available for (economic) development. He stated there were multiple reasons why he believed solar development was not a good fit for Altavista, and that was merely one of the reasons.

Mr. Mitchell stated there were only two happy sides to solar development: the investor of the project and the landowner that receives money for allowing solar development on their property. He said he never knew of any neighbors adjacent to solar farms being happy about the situation.

Councilman Mitchell made a motion, seconded by Council Tim George, to move forward with Option 4 of the presented options; which stated that the Town of Altavista would take no further action on this matter; and authorized Town Staff to return Pivot Energy's \$400 application fee.

Mayor Mattox asked if Council had any additional questions or comments on this matter.

Councilman Emerson stated that he agreed with Councilman Mitchell's observation of Altavista being a small town and not having a lot of available land for economic development. He stated, initially, he was unsure how he would vote on this matter, but having 30+ acres of undeveloped land behind his property, as a homeowner he would not like to see a solar farm be erected on that land for thirty-forty years, which was the usual amount of time of solar contracts.

Vice Mayor Bennett shared his favor with continuing the process and gathering additional information regarding solar development. He also shared his favor with hearing input from the Planning Commission on this matter.

Mayor Mattox referenced the town's 883 parcels of land in the M-Industrial and C-2 Commercial Districts that would be affected by a vote to amend the zoning ordinance to allow for solar development. He also shared his concern for the citizens that would potentially be affected by the development of solar farms in their neighborhoods.

Mayor Mattox stated that he did not want to see Altavista changed so much by solar development that citizens were unhappy living there, or new people were not willing to move to, what he believed, was a great town and community.

Councilman Higginbotham shared his favor with the Vice Mayor's suggestion of continuing the process of gathering additional information and also sending the item to the Planning Commission. He reminded Council that, although approval of the request would potentially affect 883 town parcels, the town had the legal right to draft the amendment to limit how much of the town could be used for solar development.

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Councilman George reiterated his statement that he did not want this matter to turn into a situation that was more than the town intended it to be. He stated he believed “the risk outweighed the gain”.

Councilman Lowman asked, if the current application by Pivot Energy was denied, were they able to resubmit their application later.

Ms. Williams informed Council that an applicant could not submit an application with the same request within a year’s time. She stated the current application was the second attempt by the two solar development partners; the first being by Clean Footprint in 2020.

Ms. Williams stated, at any time, Town Council could ask the Planning Commission to investigate solar development, of any scale, for further consideration.

Mayor Mattox asked if there were any further questions from Council; there were none.

Councilman Higginbotham asked that the motion be clarified again.

Regarding Pivot Energy’s application, a request for an amendment to Altavista’s Zoning Ordinance to allow large-scale solar development in the Town of Altavista:

Councilman Wayne Mitchell made a motion, seconded by Councilman Tim George, to choose Option 4 of the presented options; which stated, Town Council would deny the request/application, and *take no further action* on this matter; nor would Town Council

refer this matter to the Planning Commission. The motion also included Town Council’s authorization for the Town to reimburse Pivot Energy for the \$400 application fee they paid to submit the aforementioned request.

The motion carried; and the vote was recorded as 5-2 for approval of the motion; with nays from Vice Mayor Bennett and Councilman Higginbotham.

5. Updates and Informational Items

- Town Manager Gary Shanaberger informed Council there would be an update, by Robert Lee, regarding the Vista Theater at their December 13th meeting.

6. Matters from Town Council

There were no other questions or comments from Town Council.

7. Town Council Closed Session

The Altavista Town Council convened in closed session in accordance with the provisions set out in the Code of Virginia, 1950, as amended,

Section 2.2-3711 (A)(3) 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.

A Motion was made by Vice Mayor Reggie Bennett, seconded by Councilman Tracy Emerson. Motion carried.

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

Town Council went into Closed Session at 7:12 PM.

Notice was given that Council was back in regular session at 7:18 PM.

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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:	Mr. Wayne Mitchell	Yes	Vice Mayor Bennett	Yes
	Mr. Tracy Emerson	Yes	Mr. Jay Higginbotham	Yes
	Vice Mayor R. Bennett	Yes	Mr. Timothy George	Yes
	Mayor Mike Mattox	Yes		

Notice was given to Staff that Town Council voted in favor of accepting the recommendation of appointing Ashby "AJ" Robinson to the Altavista Planning Commission; this item will be placed on the December 13th Consent Agenda for official approval.

8. Adjournment

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

The November 22nd, 2022, Town Council Work Session was adjourned at 7:20 p.m.

Michael Mattox, Mayor of Altavista

Gary Shanaberger, Town Manager/Town Clerk