

Regular Council Meeting—August 11, 2015

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on August 11, 2015 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Rev. Sam Knaus, First Southern Baptist Church, gave the invocation.

Council members

present:

- Mayor Michael Mattox
- Mrs. Micki Brumfield
- Mr. Charles Edwards
- Mr. Tracy Emerson
- Mr. Timothy George
- Mr. Jay Higginbotham

Council members

absent:

- Mrs. Beverley Dalton

Also present:

- Mr. J. Waverly Coggsdale, III, Town Manager
- Mrs. Tobie Shelton, Finance Director
- Mr. David Garrett, Public Works/Utilities Director
- Mr. John Eller, Town Attorney
- Mrs. Mary Hall, Administration

3. Mayor Mattox advised of the addition of an item (Bedford Avenue Waterline Project/Change Order #2) to the agenda and asked if there were any questions regarding the amended agenda.

A motion was made by Mr. Emerson, seconded by Mr. George, to approve the agenda as amended.

Motion carried:

| | | |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox | Yes |
| | Mrs. Micki Brumfield | Yes |
| | Mr. Charles Edwards | Yes |
| | Mr. Tracy Emerson | Yes |
| | Mr. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |

4. Recognitions and Presentations

- i. Phillip Jacob—25 years of service
- ii. Terry Howell—10 years of service
- iii. Freddie Jefferson—5 years of service

Mayor Mattox recognized Mr. Phillip Jacobs for 25 years of service with Public Works Department. Mr. Terry Howell for 10 years of service with the Wastewater Treatment Plant and Mr. Freddie Jefferson for 5 years of service with the Police Department and thanked them for their dedication to the town.

- iv. Region 2000 Business and Economic Development Alliance (Megan Lucas)

Mrs. Megan Lucas, CEO, Virginia Region 2000 Business & Economic Development Alliance, addressed Council presenting a flyer in regards to the alliance. This flyer communicates what the Alliance has done in one year.

Regular Council Meeting—August 11, 2015

Mr. Higginbotham asked how many industries have moved into the area in the last few years.

Mrs. Lucas advised one announcement was made last year; Lindenburg Industries plans to move into Appomattox County and bringing 350 jobs. She noted this was the first new industry to come to the region in the last 10 years. Mrs. Lucas advised she will be on marketing missions to Chicago, Illinois and Washington D.C.

Mrs. Lucas advised the Board of Directors of Region 2000 Alliance and the Lynchburg Region of the Chamber of Commerce have voted to merge; dissolving two organizations to create one that is regionally focused on business issues from entrepreneurial ship to manufacturing. Mrs. Lucas noted the state is conducting a study looking for 100 acre sites and is deficit in sites that are pad ready.

5. Public Comment

Mayor Mattox asked if anyone would like to speak on anything not listed on the agenda. No one came forward.

6. Consent Agenda

- a) Minutes- Regular Meeting July 14; Work Session July 28th –The Council approved the minutes of the Council meeting and work session.
- b) Monthly Finance Reports-Council approved the monthly reports
 - i. Invoices
 - ii. Revenues & Expenditures Report
 - iii. Reserve Balance/Investment Report
- c) Departmental Reports-Council approved the departmental reports

A motion was made by Mr. Emerson, seconded by Mr. George, to approve the items as listed on the consent agenda.

Motion carried:

| | | |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox | Yes |
| | Mrs. Micki Brumfield | Yes |
| | Mr. Charles Edwards | Yes |
| | Mr. Tracy Emerson | Yes |
| | Mr. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |

7. Public Hearings

None scheduled.

8. New/Unfinished Business

- a. Fiscal Year 2015 Year End Budget Amendments/Transfers

Council was presented with a memorandum that sets forth the FY2015 Year End Budget Amendments that cover previous decisions by Town Council. Mrs. Shelton advised the total amount of the budget amendments is \$3,305,310, with the bulk being the cost of the contract awarded for the Bedford Avenue Waterline Replacement project (\$3,066,500). The budget amendments increase the General Fund budget by \$42,910 and the Enterprise Fund budget by \$3,262,400. The amendments are funded by \$9,140 (new or existing revenue); \$27,770 (General Fund Reserves) and \$3,268,470 (Enterprise Fund Reserves)

Regular Council Meeting—August 11, 2015

Council previously gave staff the authority to make budget modifications when the items were within the same budget categories. The total amount of the departmental transfers was \$218,200. Breakdown of the transfers by department: Administration \$26,400; Police \$18,500; Public Works (GF) \$13,250; Economic Development \$3,200; Non-Departmental \$23,100; Highway Funds \$24,800; Water \$68,250; Wastewater \$40,500; and Cemetery \$200. She advised staff is recommending adoption of the budget amendments to reconcile the previous actions of Council and complete the process.

Mr. Higginbotham questioned what the ACTS marketing plan was for.

Mrs. Shelton advised this line item is for the Altavista Community Transit System.

Mr. Coggsdale noted this is a marketing piece required by the Department of Rail and Transportation.

A motion was made by Mr. Edwards, seconded by Mr. Emerson to approve the budget amendments as presented.

Motion carried:

| | | |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox | Yes |
| | Mrs. Micki Brumfield | Yes |
| | Mr. Charles Edwards | Yes |
| | Mr. Tracy Emerson | Yes |
| | Mr. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |

b. Consideration of MOU with VACP for Police Chief Selection Process

Mr. Coggsdale stated given the high profile nature of the Police Chief position, felt it is important to have a recruitment framework to ensure a thorough and efficient recruitment and selection process. Per the Town Code it is the Town Manager's responsibility to appoint a Police Chief. In order to uphold this responsibility effectively and within a reasonable timeframe, a clear and confidential process that is void of inappropriate influences needs to be preserved to ensure that the best and brightest candidates emerge from a regional/statewide recruitment process. Mr. Coggsdale recommended engaging the services of a professional organization to assist in this effort. The Virginia Association of Chief of Police (VACP) consults with local governments to provide recruitment and selection services noting they have conducted Police Chief Recruitments in a number of communities in Virginia. He presented Council with a proposed agreement with the VACP for consideration; the fee is a not to exceed cost of \$8,000.

Mr. Higginbotham asked Mr. Coggsdale how strongly he felt about this.

Mr. Coggsdale replied strongly.

Mr. Higginbotham asked if he would take the money out of his salary.

Mayor Mattox advised this was an inappropriate question.

Mr. Coggsdale responded "no sir" advising we all have things we do some better than others; this is a key position.

Mr. Higginbotham asked Mr. Coggsdale if he is seeking help with the hiring process.

Mr. Edwards stated this is an important endeavor; he advised he has had conversations with a retired gentleman who was in charge of the Blue Ridge Regional Jail for a number of years. This gentleman has agreed to help identify a committee to help in the recruitment process at no charge. Mr.

Regular Council Meeting—August 11, 2015

Edwards advised he has also been in touch with a retired personnel manager who is very capable of this type of process as well and is willing to serve. He felt a qualified committee could be put together at no cost to the town.

Mayor Mattox stated this organization (VACP) does this type of recruitment on a regular basis; looking at past history felt this action is necessary. He suggested having this organization vent applicants to this location and then have a committee of residents and businesses to help in the selection process.

Mr. Higginbotham asked why Council would waste \$8,000 of the Town's money when there are local professionals who are willing to assist.

Mr. Emerson stated the Virginia Association of Chief of Police look at people on paper and did not feel the Town would necessarily get the best person from people who don't know Altavista. Mr. Emerson stated he does know the person Mr. Edwards is referring to and he is a very respectable person and he is in agreement with Mr. Edwards and Mr. Higginbotham on the recruitment process.

A motion was made by Mr. Higginbotham, seconded by Mr. Emerson, to contact the retired gentlemen who have agreed to assist with the recruitment of a Police Chief.

Mr. George asked if the persons serving on the committee would be locals.

Mr. Edwards stated he was inclined to respond yes; he said the retired gentleman stated he would be happy to serve and that there should be several on the committee not just one but the discussion did not entail where these people would come from. Mr. Edwards suggested Council approve the concept at this time and approve the committee members at a later date.

Mayor Mattox noted he has sat through two of these Police Chief Recruitment processes and with the first one there were local officials and human resources from Lynchburg, members from the Sheriff's Department and this did not work out. The second one did not work out either. Mayor Mattox asked Council if there wasn't a need for help from someone other than someone in law enforcement. He stated the Town Manager selects the Police Chief and felt he should have a great amount of input on who serves on the Advisory Board.

Mr. Edwards asked if Council could agree on the two he has referenced, he would be happy to have the conversation with the town manager to disclose who they are. He felt the town manager should be a part at that point noting this is the town manager's final decision not the committee's decision. He feels those two people could do a great job with the appropriateness and qualifications of those who apply.

Motion carried:

| | | |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox | Yes |
| | Mrs. Micki Brumfield | Yes |
| | Mr. Charles Edwards | Yes |
| | Mr. Tracy Emerson | Yes |
| | Mr. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |

c. Water Plant Emergency Repair Bids

Mr. Coggsdale advised per Section 2-235 of the Town Code, staff has proceeded with emergency purchase of services related to the repair of items damaged at the Water Treatment Plant. He presented Council with a letter closing the process.

Regular Council Meeting—August 11, 2015

RE: Written Notice of Emergency Purchases – Water Treatment Plant

In the early hours of Wednesday, July 22nd a failure in the finished water header pipe occurred, which forced the closure of the Water Treatment Plant (WTP). This resulted in water being supplied by the Campbell County Services Authority (CCUSA) on a temporary basis to the Town of Altavista to meet the needs of our customers. The WTP was brought back online partially on Sunday, July 26th and Town staff and our engineers concluded that additional repair work would be needed to bring the WTP back up to full capacity.

A contract was awarded to Littleton & Associates, on Friday, August 7, 2015 in the amount of \$102,600 for the emergency repairs, which includes repairs to concrete and new piping for the pipe header to reroute the finished water outside of the clear well. Littleton & Associates was selected based on their bid for the work was the lowest of the three received and their ability to begin work immediately.

This emergency purchase is done in accordance with Section 2-335 of the Altavista Town Code.

This written notice was endorsed by the Altavista Town Council on Tuesday, August 11, 2015 at their regular meeting.

J. Waverly Coggsdale, Clerk
Town of Altavista

Mr. Higginbotham questioned if the \$102,600 included the pumps.

Mr. Garrett advised this amount did not include the pumps noting two finishing pumps need to be replaced. Along with the pumps they are proposing to put in the variable speed drives, programmable logistic controls and an altitude valve. He mentioned the \$102,600 is the low side of the repairs.

Mayor Mattox asked for a timeline on where this is.

Mr. Garrett advised it would be at least 7 weeks. He mentioned they are depending on two pumps to supply water and they are running 24 hours a day with any additional water being pulled from CCUSA

A motion was made by Mr. Edwards, seconded by Mr. Emerson, to adopt the written notice of emergency purchase.

Motion carried:

| | | |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox | Yes |
| | Mrs. Micki Brumfield | Yes |
| | Mr. Charles Edwards | Yes |
| | Mr. Tracy Emerson | Yes |
| | Mr. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |

d. Bedford Avenue Waterline Project—Change Order #2

Mr. Coggsdale presented Council with a proposed change order (Change Order #2) related to the Bedford Avenue Waterline Project. This change order relates to the contractor's request to pave the length of Bedford Avenue between the limits of the patches on the street. The first patch is in the vicinity of the Altavista Combined School and the other is in the vicinity of West Road, encompassing approximately one mile. He advised VDOT specifications require that each patch across the street be milled 25 feet on both sides of the patch and repaved. The contractor has proposed to pave the entire width of Bedford Avenue between the limits of the patches for a cost addition of \$73,040, believing that this will be a much better end product than multiple 50 foot wide patches along the length of Bedford Avenue. The Town does not maintain Bedford Avenue; paving is a function of VDOT for this street. Mr. Coggsdale advised he has contacted VDOT Lynchburg District to discuss the proposed change order. It was indicated this would be reviewed

Regular Council Meeting—August 11, 2015

with the VDOT staff and would get back to the Town on this matter. The engineer asked if funds can be identified would the Town be willing to cost share.

Mr. Higginbotham suggested not doing anything, getting a credit from the contractor, DLB, Inc., and work with VDOT to pave next spring.

Mr. Coggsdale noted Bedford Avenue is not on VDOT's list for paving.

Mr. Higginbotham felt it was better to let the patches run through the winter to correct any water leaks that may occur.

Mr. Coggsdale stated he would check to see how much a credit would be.

Mr. Edwards asked if DLB would consider paving in the spring.

Mr. Coggsdale stated he would contact VDOT and DLB and would advise Council.

9. Reports

a. Town Manager's Report

Bedford Avenue Waterline Project (Project 1A)

- Waterline installation is complete.
- Sidewalks are being installed
- Substantial Completion Date: August 3, 2015 Final Completion Date: September 2, 2015

WWTP EOP - PCB Remediation

Mr. Coggsdale presented Council with an emergency overflow pond update noting DEQ would meet on Wednesday, August 12, 2015 to discuss dates for the Informal Fact Finding Proceedings. He advised he has had no communication with the EPA. Mr. Coggsdale advised Dr. Kevin Sowers, UMBC, retrieved samples during his mid-June visit and anticipates having results in the next month or so. Dr. Scott Lowman, Institute of Advanced Learning and Research, had deployed test pots and is proceeding with data gathering. Sampling will begin in about two weeks to gather preliminary data with additional sampling at the end of October/November. This is anticipated to be a 12-18 month process to incorporate several growing seasons. Dr. Jerry Schnoor, University of Iowa has requested the Town's assistance, through the construction of two berms in the pond. He advised staff submitted this to Mr. Steve Rock, EPA Research & Development Office for his review with no response to date. The request for the Treatment Plot would be for berm construction to extend off Plot #5 for a distance of approximately 130 feet, for the reference plot to extend off the bank of the EOP a distance approximately 25 feet on the river side of the EOP. Mr. Coggsdale noted the request does not state to what extent testing will occur as to measure effectiveness of the project and asked will there be any pre-treatment testing. Mr. Coggsdale mentioned the project states that willows and poplars will be planted along with grasses. He asked if any of the existing plots could be utilized as the treatment or reference plots rather than constructing new plots.

Mayor Mattox asked how we would know if this is still a hot spot.

Mr. Higginbotham asked Mr. Garrett if he had enough material to build the berm.

Regular Council Meeting—August 11, 2015

Mr. Garrett advised he did.

Council discussed the method for installing the berm.

Mr. George asked how many PCBs have been remediated with the other berms.

Mr. Higginbotham advised there is one hot spot in Plot #7.

Mr. George asked if anything has been learned from the scientific results.

Mr. Higginbotham advised Council does not have the results; noting someone needs to test the white pipes that are already down and that would give you a correlation of where the roots and samples are.

Mr. George stated his point is why would Council continue to move forward with samples when they don't know the results of samples already gotten.

Mr. Higginbotham stated one of the premier PCB professionals; Dr. Jerry Schnoor, wants to put a berm around what has 10 to 17,000 parts per million with 18 inches of soil and plant trees.

Mayor Mattox asked for a rough estimate of how much this will cost. Who will pay for three months of work? He questioned if Dr. Schnoor will cover these costs.

Mr. Coggsdale thought Dr. Schnoor would pay for the testing. Dr. Schnoor wants the Town to pay for building the berm.

Mr. Higginbotham stated there has to be a berm somewhere to separate the water from the sludge.

Mr. Edwards noted the area Dr. Schnoor is referring to has a high concentration of PCBs and felt this was the reason for Dr. Schnoor choosing this location. Mr. Edwards stated he wasn't sure who would be responsible for the testing but wants to make sure Council knows the concentration level before getting started.

Mayor Mattox suggested waiting on the meeting in September with DEQ before moving forward with additional testing.

Mr. Higginbotham felt Council needed to move forward with building the berm.

Mayor Mattox stated the consensus is not one molecule has been removed from the pond other than testing.

Mr. George stated a lot of PCBs will be covered up when building the new berm and also referred to a letter from DEQ dated 2005, stating the town didn't need to do anything but Council has spent a minimum of \$314,000 along with labor cost. Mr. George stated over \$400,000 has been sent in little experiments with little information.

Mr. Higginbotham stated there are areas close to the bank where the water has dried out over the summers and the grass grows up and 90% of it is 50 parts per million.

Mr. George responded that no money was spent on this; it was nature.

Regular Council Meeting—August 11, 2015

Mr. Higginbotham noted the grass keeps the water from getting out to the hot spots.

Mr. Higginbotham motioned for Mr. Garrett to begin planning how to construct the berm.

Mayor Mattox asked how long this planning would take and was it a good use of town resources at time.

Mr. Emerson stated his concern is Council still does not know what is in the pond and that he is all for testing the entire pond before continuing to spend money on the pond.

Mrs. Brumfield was in agreement with testing of the pond.

Mr. Edwards seconded Mr. Higginbotham's motion with an amendment to test in the area of the berming.

Mrs. Brumfield felt Mr. Scott Lowman, IALR, should conduct the testing.

Mr. Edwards stated no work would actually be done; this motion is to allow Mr. Garrett to plan the construction of the berm requested by Dr. Schnoor. He felt the area Dr. Schnoor wants to test in is one of the highest concentration areas in the pond.

Mrs. Brumfield asked if it would be beneficial to have the test results before the informal fact finding hearing.

Mr. Eller responded it would be beneficial to have this information to compare to the tests that was run 12 to 15 years ago.

Mrs. Brumfield left the meeting at 8:28 p.m. and returned at 8:29 p.m.

Mrs. Brumfield amended the motion to test the entire pond at a cost not to exceed \$6,000.

Mayor Mattox clarified the motion as follows: the pond would be gridded and tested as in the same manner as the previous testing along with the ones in Plot 5 at a cost not to exceed \$6,000. Mr. Garrett would provide Council with the cost to build a berm for Dr. Schnoor.

Motion carried:

| | | |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox | Yes |
| | Mrs. Micki Brumfield | Yes |
| | Mr. Charles Edwards | Yes |
| | Mr. Tracy Emerson | Yes |
| | Mr. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |

10. Informational Items/Late Arriving Matters

- a. Correspondence/Articles
- b. Calendars-August & September

11. Matters from Town Council

Mr. Emerson referred to a request for Council to look at incentives for officers living in the Town of Altavista. He asked Council to vote on giving any officer living in the town an incentive of \$2,000 annually. He stated officers need to live in town and know the people they are dealing with; living in the community citizens will approach you and let you know what is going on in the area.

Regular Council Meeting—August 11, 2015

Mr. Emerson motioned that officers living in the Town of Altavista (after their probationary period) have \$2,000 added to their salary annually as an incentive.

Mr. Higginbotham asked for additional time to review this request.

Mayor Mattox tabled this incentive request to the August 25, 2015 Town Council work session.

12. Closed Session

13. Adjournment

Mayor Mattox asked if there was anything else to bring before Council.

The meeting was adjourned at 8:38 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk