

Regular Council Meeting—December 8, 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 December 8, 2015 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Pastor Marci Huntsman, Lambs United Methodist Church and Evington United Methodist Church, gave the invocation.

Council members
present:

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

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mr. Dennis Jarvis, Economic Dev. Director
Mr. David Garrett, Public Works/Utilities Director
Mr. John Eller, Town Attorney
Sgt. Gary Penn, Altavista Police Department
Mrs. Mary Hall, Administration

3. Mayor Mattox asked if there were any questions regarding the agenda.

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

Motion carried:

VOTE:

Mr. Michael Mattox	Yes
Mrs. Micki Brumfield	Yes
Mrs. Beverley Dalton	Yes
Mr. Charles Edwards	Yes
Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

4. Recognitions and Presentations

- a. Employee Milestones

Mayor Mattox recognized Mr. Roscoe Lee and Mr. Charles Smith, drivers for the Altavista Community Transit System for five years of service to the town.

- b. Region 2000 Update (Ben Bowman and Gary Christie)

Mr. Ben Bowman, Region 2000 Work Force Development Director, addressed Council with an update on workforce development within the region. He advised there are some reorganizational changes and are looking for ways to be present in all communities.

Mr. Gary Christie, Region 2000 Local Government Council Director, gave an update on the works of the local government council; focusing on multi jurisdictional efforts. A lot of regional transportation planning will begin in 2016; presently working with the Virginia Department of Transportation (planning for the south leg of Route 29 from Liberty University to Yellow Branch) and a new economic impact study will be conducted on the airport. He noted \$41 in outside grant monies is being brought in compared to \$1 in dues from the local government. They are working hard to help local governments as they call on Region 2000 for grant services noting the organization is in a good financial position.

Mayor Mattox encouraged Council to contact Region 2000 with concerns or recommendations.

- c. AOT/Main Street Update (Jamie Glass and Emelynn Gwynn)

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Miss Emelynn Gwynn, Main Street Coordinator, provided Council with an update on the Scarecrow Stroll and the Gibley Jog; noting this year the Gibley Jog included a Gravy Gallop for children 8 years of age and younger. The sponsor amount generated thus far is \$7,250 plus another pledged amount of \$1,779 for a total of \$9,029 in donations. The net profit was \$11,276 for this year. Altavista on Track's net gain was \$3,258. She thanked Councilman George for helping with the race day activities. Miss Gwynn noted the Gibley Jog is Altavista on Track's main fundraiser. She advised Council of the 2016 program of work.

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 November 10th; Work Session November 24th, Continued Meeting November 30th –The Council approved the minutes of the Council meetings 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
- d) Acceptance of Financial Report (Year ended June 30, 2015)-Council approved the report given by Mr. David Foley, Robinson, Farmer, Cox Associates at the November 24, 2015 work session.

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

Mr. Higginbotham asked for information on several of the invoices as listed on the Check Register.

Motion carried:

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

7. Public Hearings

a. Special Use Permit-Used Automobile Dealership-1051 Main Street

Mr. Coggsdale advised the Town has received a request for consideration of a Special Use Permit (SUP) for a "Used Automobile Dealership" at 1051 Main Street. The Special Use Permit Application was submitted by Mr. Kevin Campbell and Mr. Robert O'Neal on property identified as Parcel ID: 83A-33- 15 & 16 and owned by RBH Properties LLC. The property is located in the C-2 "General Commercial" District and there is an existing building on the property (former NAPA Auto Parts). Mr. Coggsdale advised the Planning Commission conducted a public hearing on this application on November 16, 2015, no one from the public appeared at the hearing. Following the discussion, the Planning Commission recommends approval of the Special Use Permit with four (4) conditions:

- 1) All vehicles displayed for sale shall be in operating condition and have a valid inspection sticker.
- 2) No repair work or maintenance of vehicles shall be permitted outside the enclosed building.
- 3) All vehicles displayed shall be accessible at all times via aisles between rows of vehicles.
- 4) The number of automobiles displayed shall be limited.

Mayor Mattox opened the public hearing at 7:24 p.m. He asked if anyone would like to comment. No one came forward. Mayor Mattox closed the public hearing at 7:25 p.m.

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A motion was made by Mrs. Dalton, seconded by Mr. George, to approve the Special Use Permit application of Mr. Kevin Campbell and Mr. Robert O'Neal with the conditions as set forth by the Planning Commission.

Motion carried:

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

8. New/Unfinished Business

a. Certificate of Public Convenience and Necessity-Vehicle for Hire

Mr. Coggsdale advised Mr. Thomas Kathan has made application for a certificate of public convenience and necessity to operate a “vehicle for hire” service in the town. Pursuant to Chapter 82 of the Town Code, a Certificate of Public Convenience and Necessity (PCN) must be obtained to operate or cause to be operated public vehicles within the town. Additionally, applications for Certificates PCN are normally filed between October 1 and 15 of each year, with Town Council hearing said requests between October 15 and December 31 annually. The Council shall determine whether the public convenience and necessity requires the operation of the public vehicle for which the application has been filed. Staff believes that providing transportation alternatives between Altavista and the Lynchburg area will be an enhancement to the citizens and can work in conjunction with the Town’s local transit system. The applicant will also need to comply with all other local, state and federal regulations, including zoning.

A motion was made by Mr. George, seconded by Mr. Emerson, to grant the request of Mr. Kathan for two (2) “vehicle for hire” (transit bus and sedan) based on a finding of public convenience and necessity.

Motion carried:

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

b. Altavista Community Transit System-FY2017 Budget Consideration

Mr. Coggsdale advised each year, Council is requested to consider the Altavista Community Transit System’s (ACTS) budget at its December meeting. This early consideration allows staff to proceed with the grant application that provides state and federal funds for the operation of the system. The grant application deadline is January 31, 2016. Mr. Witt presented Council with a memo regarding the FY2017 Budget Request, as well as the detailed budget.

A motion was made by Mr. George, seconded by Mr. Emerson, to authorize staff to proceed with the grant application that provides state and federal funds for the operation of the Altavista Community Transit System.

Mr. Edwards questioned the \$2,500 in the budget.

Mr. Witt explained if he goes to a conference it is in his budget and DRPT will reimburse him 100%. This has to go into the budget to show the revenue and then the expense.

Mr. Higginbotham noted the ridership has decreased and felt the transit system was unsuccessful.

Mr. Witt stated looking at the report provided from the state all ridership is down. He expected ACTS to plateau at some point and would not grow at the previous rate unless going outside of the town limits. Mr. Witt mentioned he is working on promoting the transit system. Mr. Witt advised 42% of his salary is paid from the

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ACTS budget with 5% of the mechanic's salary being included as well. If the transit bus stopped immediately, \$9,800 would go back into the town's budget.

Mr. Higginbotham clarified there would be no salary adjustment on the mechanic's wages.

Mr. Witt stated based on the town's previous year's budget, he included 2% COLA as a place holder and if not approved in the Town's budget this would be removed from the bottom line.

Mr. Higginbotham questioned why the ACTS budget was being blended with the Town's budget.

Mr. Witt advised in reviewing previous work orders, 5% of the mechanic's time was spent working on the bus. This 5% will be reimbursed by 65%; Public Works will reduce their budget by 5% and he will increase the ACTS budget by 5%. This will be a benefit to the town.

Mr. Coggsdale advised Council they are not approving the ACTS budget tonight but allowing Mr. Witt to file the grant application. This budget will become part of the Town's overall budget.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	No

9. Reports

a. Town Manager's Report

Bedford Avenue Waterline Project (Project 1A)

Inspection of the project was conducted on Tuesday, November 3rd; a punch list is being created for completion.

Final items are being completed

Main Street Waterline Project (Project 1B)

Bids Awarded by Town Council.

Staff is negotiating items related to the Storm water portion of the contract.

WWTP EOP – PCB Remediation

Town attended the DEQ's Informal Fact Finding (IFF) Proceeding in Richmond on Monday, November 30, 2015. The Presiding Officer will make a recommendation to DEQ's Director and the Town will be informed of its status in the Voluntary Remediation Program (VRP) within ninety (90) days.

Awaiting correspondence from EPA in regard to the University of Iowa Research Project.

Broadband Grant Award

Governor McAulliffe announced that the Town of Altavista was one of several communities to receive a grant to the Virginia Telecommunications Planning Initiative (VATPI). The VATPI program provides funding for communities to develop a comprehensive community-based telecommunication plan. The Town's award, as a Tier III recipient, totals \$30,000.

Staff is developing the Request for Proposals that is part of the Planning Grant and submitting for review.

Altavista Police Department

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Mr. Coggsdale provided Council with a memorandum updating Council on the efforts to select the Town’s next police chief. A member of the evaluation committee has decided not to participate due to time constraints and family needs.

Town of Altavista has hired three (3) candidates that will graduate from the Academy on December 16, 2015.

10. Informational Items/Late Arriving Matters

- a. Correspondence/Articles
- b. Calendars- December/January

11. Matters from Town Council

12. Closed Session

I move that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950 as amended, for the following purpose:

Section 2.2-3711 (A)(1) regarding discussion/consideration of prospective candidates for appointment to the Board of Zoning Appeals.

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

A motion was made by Mrs. Dalton, and seconded by Mr. Emerson.

Motion carried:

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

Council went into closed session at 7:44 P.M.

Notice was given that council was back in regular session 8:50 P.M.

FOLLOWING CLOSED SESSION:

A motion was made by Mrs. Dalton, seconded by Mr. Edwards, 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 the 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 that the town council hereby certifies that, 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.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

A motion was made by Mr. Emerson, seconded by Mrs. Brumfield, to re-appoint Mr. Phillip Webb to the Board of Zoning Appeals, with his term ending November 2020.

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Motion carried:

VOTE:

Mr. Michael Mattox	Yes
Mrs. Micki Brumfield	Yes
Mrs. Beverley Dalton	Yes
Mr. Charles Edwards	Yes
Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

Mayor Mattox advised he has polled Council and will continue with the work sessions appointing committees as needed.

13. Adjournment

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

The meeting was adjourned at 8:55 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk