

Regular Council Meeting—December 13, 2016

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 13, 2016 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Elder Joseph Short, Grace Community 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
Mrs. Tobie Shelton, Finance Director
Chief Mike Milnor, Police Department
Mr. Dennis Jarvis, Economic Dev. Director
Mr. Tom Fore, Public Utilities Director
Mr. John Eller, Town Attorney
Mrs. Mary Hall, Administration

3. Mayor Mattox advised of an amendment to the Consent Agenda, adding approval of the Council Meeting October 11, 2016 and Work Session October 25, 2016 minutes and asked if there were any questions or additional changes to the agenda.

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

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

Mayor Mattox recognized a future Eagle Scout, Daniel Wagner, from Troop 184. Mr. Wagner is working towards his Citizenship and Community Merit Badge.

a. Autumn Care Resolution

Mayor Mattox called for a motion to approve the Proclamation for Autumn Care of Altavista.

A motion was made by Mr. George, seconded by Mr. Emerson, to adopt the resolution for Autumn Care of Altavista.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes

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Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

Mayor Mattox presented this proclamation to Mr. Dan Poff, Autumn Care of Altavista Administrator and Ms. Ann Smith, Marketing Director.

PROCLAMATION FOR AUTUMN CARE OF ALTAVISTA

WHEREAS, *Autumn Care of Altavista was recently presented the Bronze Quality Award, the Baldrige Award for the Healthcare profession, from the American Health Care Association and qualified for the 5 Star rating from the Centers for Medicare and Medicaid Services (the highest rating a facility can achieve); and*

WHEREAS, *Autumn Care has called Altavista home since 1989, providing care for patients during those 27 years. The facility has 127 beds and employs over 128 health care professionals; and*

WHEREAS, *Autumn Care of Altavista specializes in respectful and compassionate choices: short-term rehabilitation, long-term skilled nursing care, and respite care. They offer specialized programs and individualized care plans designed to achieve the optimal care for their patients; and*

WHEREAS, *Autumn Care of Altavista offers a home-like atmosphere that is appreciated by both residents and their families. Their team of dedicated professionals strive to provide the highest level of medical and nursing care; now there*

BE IT RESOLVED, *that the Altavista Town Council recognizes the contributions to our community as a corporate citizen and would like to acknowledge Autumn Care for their professionalism and dedication to their patients, employees and the Altavista community; and*

BE IT FURTHER RESOLVED, *that a copy of this resolution is presented to Autumn Care of Altavista for their recent award and recognition and continued service in our community.*

Adopted the 13th day of December 2016.

Michael E. Mattox, Mayor

b. AOT-Downtown Art

Miss Emelyn Gwynn addressed Council and updated them on the progress of the Altavista on Track Downtown Art project. A grant was applied for in the spring and Altavista on Track was awarded the matching grant in the amount of \$5,000 in August. The committee has been meeting and has determined a location for the mural; the retaining wall in front of Altavista Appliance located on 7th Street. The committee is calling all artists and will be accepting designs until January 10, 2017. The final design will be presented to Council for approval.

Mr. George questioned if the retaining wall is town property.

Miss Gwynn stated it belongs to Altavista Appliance and the new owner is working well with the Altavista on Track Committee.

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 October 11th, 2016, Work Session October 25th, 2016, Regular Meeting/Work Session November 22nd, 2016 –The Council approved the minutes of the Council meeting/work session.
- b) Monthly Finance Reports-Council approved the monthly reports
 - i. Invoices
 - ii. Revenues & Expenditures Report
 - iii. Reserve Balance/Investment Report

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- c) Acceptance of the FY2016 Financial Report (Audit)-Council approved the FY2016 Financial Report
- d) Budget Amendments-Council approved the budget amendments
- e) FY2018 Budget Calendar-Council approved the FY2018 Budget Calendar

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

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 Input

- a) FY2018 Budget and Capital Improvement Plan (CIP)
- b) Mayor Mattox opened a public input period for comments on the FY2018 Budget and Capital Improvement Plan (CIP) noting Council wants to hear what the citizens have to say in regards to ideas on how to spend the taxpayers' dollars and ways to improve the community.

No one came forward.

Mayor Mattox asked Council if there was anything they would like for staff to begin looking at.

Mr. Emerson stated there has been conversation on the boat ramp and the splash pad at the Park and ask that this be something to explore.

Mr. Higginbotham referred to health insurance.

Mr. Coggsdale advised the renewal information for health insurance comes in in February.

Mr. George asked if the idea of landscaping on the exit ramps had been investigated.

Mr. Coggsdale stated staff continues to look into this but has not finalized any programs yet.

Mrs. Brumfield stated she is in agreement with Mr. Emerson in regards to the parks and would like to see Council pick a project and get started.

8. New/Unfinished Business

- a. Consideration of Vehicle for Hire Application

Mr. Coggsdale stated 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 (CoPCN) must be obtained to operate or cause to be operated public vehicles within the town. This application has been filed in accordance with Chapter 82 of the Town Code. 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

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enhancement to the citizens and can work in conjunction with the Town's local transit system. The Town Code requires that each individual that will drive/operate a public vehicle obtain a special license from the Altavista Police Department. The code also states that each vehicle "shall have on the outside on both sides the name of the owner in letters not less than three inches high..." Also under Sec. 82-37 certain insurance requirements are set forth.

Mr. Coggsdale stated it is staff's recommendation that a determination of public convenience and necessity be made allowing for: 1) the issuance of a certificate and the issuance of operator's license, subject to the applicant adhering to the regulations set forth in Chapter 82 of the Town Code, and 2) to allow TK's Transport to operate up to three (3) vehicle for hire (transit bus and passenger vehicles) as outlined in the application. The applicant shall also comply with all other applicable local, state and federal regulations. He noted Council granted a Certificate of Public Convenience and Necessity to Mr. Kathan last year for operation of two vehicles for hire.

A motion was made by Mrs. Dalton, seconded by Mrs. Brumfield, to declare there is a need for the "vehicle for hire" service in the town of Altavista.

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. Consideration of Utility Bill Adjustments

i. Joy Foods

Mr. Coggsdale advised the owner of Joy Foods (1028 Main Street) previously requested a second utility bill adjustment this past July. The original adjustment that was approved by staff was granted on May 4, 2016 and was for \$470.43, the original bill was \$675.32. The current adjustment request covers the bill immediately following the previous bill that was adjusted. The bill in question is \$484.94. Staff advised the individual in July 2016 that town policy only permits one adjustment per 12-month period. The individual contacted the Town on November 4, 2016 in regard to further exploring the possibility or reconsideration of the second adjustment. He noted if Council opts to grant a second request and utilizes the same methodology that staff uses for adjustments, the bill would be adjusted by \$327.34.

Mrs. Dalton asked if a policy could be addressed to cover these situations. The first bill is the trigger that there is a problem and getting it fixed before the second bill comes along is the problem. She asked if the new policy is in line with this adjustment.

Mr. Coggsdale responded yes except for the timeframe in which the owner has to make staff aware of the problem.

A motion was made by Mrs. Dalton, seconded by Mrs. Brumfield, to take staff's recommendation allowing Joy Foods a second adjustment on their water bills of \$327.34.

Motion carried:

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

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Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

ii. Abbott Nutrition

Mr. Coggsdale advised staff has been working with Abbott Nutrition in regard to their request for a utility bill adjustment associated with the calibration of their internal meter. He stated it does appear that an adjustment may be in order. The Town has been working with Abbott on a redesign of how the town's meter and their meter are housed. The Town is looking at placing a meter outside of Abbott's building in the right of way. These plans are not finalized and at this time the Town is reading Abbott's meter for billing purposes.

Mr. Fore advised the town's meter was calibrated in February; during the calibration only 350 gallons per minute were able to pass thru the meter. The calibration was running with 99% accuracy. He explained what you want to do when you are calibrating a meter is run it at full throttle. He stated Abbott's full throttle is very high. By the time we got to the calibration curve, we were probably running 103%. He noted Abbott had their meter calibrated and looking at the curve he knew the town's meter was incorrect.

Mrs. Dalton asked if there is a plan.

Mr. Fore stated the plan is to build a new meter vault outside, set the meter, install a bypass line to bring the meter out for calibration at the same pace as it is flowing into the building.

Mrs. Dalton verified the adjustment and currently reading their meter until the plan is in place is the solution.

Mr. Fore stated a meter of this magnitude needs to be calibrated annually which will be done at the town's expense. He noted he will also be watching the wastewater's calibration.

Mr. Higginbotham asked how long this problem has existed.

Mr. Fore stated based on the two-year window he has looked at; it has been going on for a while.

Mrs. Dalton asked if the refund could be as a credit rather than exchanging monies.

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to accept staff's recommendation of a utility bill adjustment associated with the calibration of their internal meter in the amount of \$68,000.

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

Mr. Coggsdale advised he and Mr. Fore have reviewed the Utility Bill Adjustment Policy and presented Council with the proposed amendments:

Utility Billing Adjustment Policy

Purpose: To provide guidelines for the adjustment of high utility bills caused by waterline leaks that the consumer could not reasonably have known about with normal diligence. The reason for providing a policy for reducing these bills is to reduce the financial burden on residents and other customers caused by no fault of their own.

Water Charge Adjustments

The Town Manager may approve adjustment of a customer's water usage charge in cases subject to the following conditions:

The customer must request an adjustment in writing fourteen (14) days from the date the water bill (to which the adjustment is sought) was issued.

The customer must verify that the leak has been permanently repaired.

The leak must be in the customer's supply line, which is the portion of the water supply from the meter to the point of use. Leaking fixtures, malfunctioning appliances, running faucets, exterior hose connections, irrigation system leaks, and similar situations will not be eligible for a leak adjustment.

Adjustments to the water usage charge will be based on "historic usage" of the customer, which shall reflect seasonal or other historic patterns. The Town Manager will review water bills for the four (4) previous billing periods. If the customer does not have at least four (4) previous bills to establish historical usage, then the adjustment will be based on available data. The Town Manager will credit the customer's account for the 75% of excess water usage charge (the balance after "historic usage"). Only one adjustment will be allowed in any calendar year. *Due to the three (3) month billing cycle an average bill for the next billing cycle will be reviewed, upon the request of the customer within 14 days of the bills issuance, and adjusted as necessary by the Town Manager if the consumption is greater than the historical patterns. This would be included in the one adjustment in the calendar year.*

Sewer Charge Adjustments

The Town Manager may approve adjustment of the sewer usage charge if it is demonstrated the leaking water has not entered the sanitary sewer system. Leaks in waterlines, in which the water did not enter the sanitary sewer, will be based on historical usage only. Sewer adjustments will be based on the adjusted total of the water bill. Only one adjustment will be allowed in any calendar year. *Due to the three (3) month billing cycle an average bill for the next billing cycle will be reviewed, upon the request of the customer within 14 days of the bills issuance, and adjusted for sewer usage as necessary by the Town Manager if there is a consumption adjustment given for water usage. This would be included in the one adjustment in the calendar year.*

Conditions

The Town assumes no liability or responsibility for damage caused by leaks, or repairs or inspections necessitated by leaks.

In no case shall the Town Manager approve an adjustment to water or sewer charges for abnormal water usage attributable to faulty toilets, leaking faucets, malfunctioning appliances, running faucets, exterior hose connections, irrigation system leaks, or other interior plumbing facilities (pipes, water heaters, furnaces, etc.) within the building the water meter serves.

In no case shall the Town Manager approve an adjustment or prorating of the quarterly fixed water or sewer charge.

The burden of proof for adjustment of water and sewer usage charges resulting from abnormal water usage pursuant to this policy rests with the customer, not the Town of Altavista. Failure to act in accordance with this policy or meet the conditions as stated herein will result in a refusal by the Town Manager of an adjustment.

Payment Plan

For large leaks, a partial payment may be established, if the customer requests such an arrangement. To qualify for a partial payment, the bill must be more than one hundred dollars. (\$100.00)

The monthly partial payment must be a minimum of one-quarter of the total water and sewer bill due. Staff will give the customer information regarding the partial payment plan that details payments and due dates. The payment plan will apply only to the bill that was adjusted. *Due to the three (3) month billing cycle if an additional payment plan is deemed necessary by the Town Manager the previous arrangement can be set up.* All subsequent bills must be paid in full. Each customer is responsible for ensuring that he or she follows the payment dates to avoid service disconnection.

If the account is not paid in full on the final due date, the customer will be responsible for the penalty amount that accrues on the unpaid account balance. Establishment of a partial payment plan does not allow the customer to avoid the 10% late payment penalty

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A motion was made by Mr. Emerson, seconded by Mr. George, to adopt the amendment to the Utility Adjustment Policy 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

c. Consideration of English Park

Mr. Coggsdale advised Council has been considering whether to make a request of the Campbell County Board of Supervisors regarding a public hearing on the possible conveyance of their portion of English Park to the Town. He provided Council with their requested information in regards to the County's investment in the park property and any contributions to the Town.

Mayor Mattox referred to a comment in the agenda, "*staff has discussed this property and has some initial thoughts on how to combine recreation and a water impoundment facility that could assist in our water treatment process*" and asked for clarification.

Mr. Coggsdale advised Mr. Fore had stated there are times when the dam is released, it churns up the water and creates high turbidity which creates treatment issues. If there is a location to hold water, the churned water could settle out and the reserved water could be used. Mr. Coggsdale stated the county's part of the park may offer an opportunity to create a reservoir. Mr. Coggsdale stated this has been discussed at staff level and wanted to put the thoughts out for Council's consideration.

Mr. Fore advised a lot of localities, in designing the Water Treatment Facilities, try to bring in a pre-sedimentation in order to cause the solids to settle out of the water and gives cleaner water before it comes to the Water Filtration Plant. During high turbidities in the river, the water in the holding pond that has lower turbidity could be used. This would reduce cost; extending the life of the pumps and the use of chemicals.

Mrs. Dalton asked if the next step in looking at the reservoir by some type of cost analysis to put this facility in place and what type of return and felt moving to this step is a good idea.

Mrs. Brumfield ask Mr. Fore if he was interested in a pond or a tank.

Mr. Fore stated from the standpoint of recreation either/or; when trying to provide good quality water for the citizens he preferred zero turbidity.

Mr. George asked how many acres would be needed for the reservoir.

Mr. Coggsdale responded approximately 7 acres.

Mr. Higginbotham asked the status of Sycamore Creek pumps and the tank in Hurt.

Mr. Eller stated to his knowledge the owners of this property is working to get the plant working.

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Mr. Higginbotham asked that Mr. Fore check on this.

Mr. Fore noted he has a meeting scheduled with the owner.

Mr. Higginbotham stated he was not sure 7 acres at 7 feet deep could be dug in the wet lands.

Mr. Eller stated there would be a lot of permits to obtain.

Mr. Higginbotham noted the Town already has permission to draw 7 million gallons a day from Sycamore Creek.

Mr. George noted there are wet lands around the edge close to the river and wetlands between the trails and the large fields.

Mrs. Dalton felt this discussion is part of the due diligence; this is an intriguing thought to have a property that Council thought of as recreational for years that could still be recreational and offer the water plant some advantages as well. She encouraged staff to run with due diligence.

Mr. Emerson stated he was in agreement with Mr. Higginbotham, knowing what the Hurt Water Plant is capable of, run the numbers both ways.

Mrs. Dalton questioned what the Hurt Water Plant would have to do with English Park.

Mr. Higginbotham stated it would be an intake from a less turbid source. If 5 million will be spent putting the reservoir in place, would it be cheaper to pay them 10 cents per gallon for raw water.

Council was in agreement for staff to research this matter further.

d. CY2017 Meeting Schedule

Mr. Coggsdale noted for the past two years, Town Council has met on the second and fourth Tuesday of each month, with the first meeting being a Regular Meeting held at 7:00 p.m. and the second meeting being a Work Session held at 5:00 p.m. He presented Council with a meeting calendar to allow Council the opportunity to consider in advance any conflicts the meeting schedule may have with other events or holidays and make changes to times or dates accordingly. Mr. Coggsdale noted with the 2017 Christmas holiday falling on a weekend, town offices will be closed on Tuesday, December 26th, which is the Work Session date for that month. He asked that Council consider either cancelling the December Work Session or rescheduling to another date.

A motion was made by Mrs. Dalton, seconded by Mr. George to adopt the CY2017 Meeting Schedule 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

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e. Consideration of FY2018 Transit Budget

Mr. Coggsdale referred to a memo from Mr. Witt, Assistant Town Manager, in regard to the Draft FY2018 Altavista Community Transit System Budget Request. The draft budget was presented at the November 22nd meeting for Council's consideration and review. He noted staff is seeking action on this item so it can be submitted within the required grant deadlines.

A motion was made by Mrs. Dalton, seconded by Mr. George, to adopt the FY2018 Altavista Community Transit System Budget.

Mr. George referred to a comment from DRPT asking why a trolley is needed.

Mr. Witt stated Mr. Andrew Riddle, DRPT, told him the request needs to be tied with Economic Development and Tourism. This is typically what they look at trolleys for. He noted Mr. Emerson brought up trolleys at the previous Council Meeting/Work Session and felt an open trolley would not work in this community. Mr. Witt stated there are enclosed trolleys which is an option; they are more expensive. A 15-passenger trolley is the low \$60,000 range (a four-year vehicle); the diesel trolleys (10-year vehicle) are approximately \$180,000. He asked what was Council's pleasure. He stated he has spoken to Mr. Jarvis who feels he can work with it in regards to economic development.

Mr. Higginbotham asked if a CDL license is required.

Mr. Witt stated the larger trolley requires drivers to have a CDL license.

Mr. Emerson asked if these had the air lifts that lowers down for handicap riders.

Mr. Witt stated they get expensive; there is a door that opens and a ramp that folds out.

Mrs. Dalton stated Altavista is a fortunate community to have the transit system in place and it has been the desire of Council to operate this transit system as economically as possible. She asked to know what would be the value of this before making this a part of the system.

Mayor Mattox asked when the bus is due to be replaced.

Mr. Witt stated there is one in the FY2018 budget and would be ordering sometime in July 2017 which would go into service January 2018. He noted the trolley does have a life expectancy of 2 ½ times of what the current buses do with the price being 2 ½ times more. He stated he still has to sell DRPT this idea because the majority is their money that is funding this.

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

f. Consideration of Altavista Police Department Personnel Request

Mr. Coggsdale advised the Altavista Police Department has several open positions and Chief Milnor is working to recruit highly-qualified applicants.

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Council was presented with a memorandum from the Chief indicating an issue that has hampered his ability to successfully bring in a veteran officer. He is requesting to bring two existing officer's salaries up to the \$42,000 mark and permission to hire a certified officer at \$42,000. Staff feels this is a warranted request. He noted there are adequate funds in this year's budget to cover this cost, due to vacant positions. He pointed out that year to date, the APD has utilized \$12,794 in "Overtime"; the adopted budget includes \$11,000. Mr. Coggsdale noted being able to bring "certified" officers on board greatly assists with staffing and keeping the overtime in line. The "Overtime" costs are being offset by the funds allocated to the positions that are vacant.

A motion was made by Mrs. Dalton, seconded by Mrs. Brumfield, to approve the hiring of one certified officer at a salary of \$42,000 and to increase two existing officers' salary to \$42,000.

Mr. Edwards asked if \$12,000 has been spent in the 5 months into the year which would suggest \$28,000 is being spent for the year.

Mr. Emerson stated this is because the department is shorthanded.

Mr. Edwards felt this was less expensive than hiring someone. He asked how personnel felt about it.

Chief Milnor stated it is taking its toll on the personnel.

Mr. Higginbotham questioned if the salary study was complete.

Mr. Coggsdale advised a conference call is scheduled with the consultant the first of January 2017 and he hopes to bring back this information to the January work session.

Mr. Higginbotham referred to the cost of living raise and asked Chief Milnor if he was looking at hiring immediately.

Chief Milnor advised one certified officer is coming from Danville and will be hired immediately. He is being brought in at an entry level cost. A certified officer with 12 years of experience is being considered and will be offered the \$42,000 annual salary.

Mrs. Dalton questioned the total cost to the town to bring two officers up to \$42,000.

Chief Milnor advised it would take a total of \$3,711 in salary and benefits a year to bring these two existing members of the department up to \$42,000.

Mayor Mattox asked for the cost to send someone to the Police Academy

Chief Milnor apologized that he did not have those figures available but noted the entry level position is just over \$37,000 and that person would be in training for 12 months (academy and field training). This officer would not be productive until the following January.

Mr. Emerson stated he is very supportive of what Chief Milnor is doing. The Police Department has a very competitive starting salary and the top side is good but there is a void in the middle. Mr. Emerson was in favor of getting the other officers up to speed which needs to be done to keep employees in the police department.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes

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Mr. Charles Edwards	Yes
Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

g. Clarion Road Signalization

Mr. Coggsdale advised previously Council considered the possibility of installing signalization on Clarion Road to alert motorists of the crossing of tractor trailers from the Abbott truck lot to the warehouse on the opposite side of the road (September Work Session). Two different options in regard to signals were presented and staff was asked to consult with Abbott on the matter. Staff met with Abbott representatives and they recently indicated that due to spacing concerns they felt the “continuous” flashing sign would be adequate. In addition, based on conversations with Abbott, the implementation would be 100% funded by the Town. The quote for the “continuous” flashing signals is \$11,802.06, which does not include the sign or installation. The signals are solar powered. It is staff’s understanding that the cost could be paid for with funds annually allocated by VDOT. Mr. Coggsdale noted currently, there are “Industrial Intersection” signs leading up to this area, but they do not have flashing lights.

Mr. Higginbotham asked if the flashing signals would be placed on these signs.

Mr. Coggsdale advised since these are solar lights there has to be the workings.

Mayor Mattox asked Chief if he had done any research in this area.

Chief Milnor stated there have not been any accidents in the area in question in the last three years. There have been six accidents total on the town stretch of Clarion Road; none involved tractor trailers and none were in that area.

Mr. Coggsdale stated both types of lights were discussed with Abbott and they feel the “continuous” flashing lights works better on their site.

Mayor Mattox asked Mr. Coggsdale to check on the feasibility and to contact VDOT to see how worthwhile this is to prevent accidents.

Mr. Higginbotham felt Council should move forward with installing the lights because of the safety and to prevent an accident.

Mrs. Brumfield stated the Chief’s research found that there were no accidents.

Mrs. Dalton asked who’s liable.

Mrs. Brumfield stated if the trailer is pulled across the highway and is hit, it would be Abbott’s liability.

Mrs. Dalton asked what put Council in the middle of this.

Mr. Coggsdale responded there was a request from Abbott.

Mayor Mattox asked if Council would be opposed to getting VDOT’s opinion.

Mr. Higginbotham suggested staff advise Abbott that the flashing lights will be installed and the cost will be deducted from the \$68,000 credit being offered to them for the utility bill adjustment.

Mrs. Dalton stated the comment is the Town will be happy to facilitate but Abbott will pay for the lights.

Mr. Higginbotham stated his concern is there may be an accident at that intersection and Council’s job is to provide safety and protect the public. He felt

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if \$14,000 pays for two solar lights and somewhere down the road it saves a life it is worth it.

Mayor Mattox asked staff to talk to Abbott and come back with information.

h. Rt.29 Bridge Light Project

Mr. Coggsdale advised VDOT is moving forward with the Rt. 29 Bridge Replacement (over the Staunton River) Project. The tentative schedule for advertisement for construction is September 2018. During the process of getting approval of the bridge design, there was conversation about the possibility of having lights installed across the bridge, as well on the approaches leading up to the bridge. Staff has worked with VDOT's consultant, AECOM, in regard to analyzing the layout of lights, as well as a potential cost. VDOT has indicated that no funds are included in the bridge project for lights, but has agreed to include in their bridge design the pedestals and the conduit for lighting that would provide for lighting to be installed after the bridge construction is complete.

Council was presented with AECOM's DRAFT Lighting Cost Study, which sets forth two options for lighting, one would provide lights on both sides, while the other would provide lighting only along the walkway. Staff believes lights on the bridge is very important, especially with the walkway encouraging pedestrian use. He stated it is staff's recommendation to pursue AECOM's "Pedestrian Lighting Alternative", which proposes lighting on the northern (walkway) side of the bridge. The estimated cost that would cover the bridge, the approaches from both Hurt and Altavista is \$278,123, with an annual energy cost of \$836. Staff feels that during the two year lead up to actual bidding of the project, we can seek joint funding with the Town of Hurt through VDOT grant programs (i.e. HISP, TAP, or Revenue Sharing). Staff is seeking Council's input and direction on this item.

It was the consensus of Council for staff to seeking funding for the Rt.29 Bridge Light Project.

i. WWTP EOP PCB Proposals

Mr. Coggsdale advised previously Council requested that staff consult with Dr. Scott Lowman (IALR) in regard to a proposal to sample Plot #7 prior to proceeding with planting of mulberry trees at a specific location. Council was presented with a proposal from Dr. Lowman and an email regarding possible projects and funding sources from the University of Iowa team following a visit by them to gather additional samples. Mr. Coggsdale asked for direction from Council on these matters.

Mayor Mattox referred to a comment in the letter from University of Iowa in regards to "support" and asked what they are asking for.

Mr. Higginbotham responded the University of Iowa team wants to apply to the Department of Defense for funding to offset the cost of building the berm to a split plot design and to plant whatever.

Mayor Mattox asked if they are asking the Town for funding.

Mr. Higginbotham did not feel they were asking Council for funds; Council has told them they did not want to pay for the berm. They are asking permission to seek other sources for funding to broaden their research.

Mr. Emerson asked what type of research.

Mr. Higginbotham stated it could broaden their research and help substantially defray the costs of building a new berm and implementing the split design at Altavista, i.e. the "Plan A" for our current NIH funded project that was declined by the Town Council.

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Mayor Mattox questioned the “substantially” defray; he felt they will get a substantial amount of money but not all of it. Mayor Mattox suggested asking for more information from University of Iowa.

Mr. Higginbotham stated they have to get the preproposal in and if he is successful there, he will go to the next step.

Mr. Emerson stated it reads “Pilot scale experiments with trees”; he thought they were already doing that and it appears they are doing something new.

Mr. Higginbotham stated they are trying to use tree roots to create microbial growth that gets down to the thicker PCBs at the bottom of the lagoon.

A motion was made by Mr. Higginbotham, seconded by Mr. Edwards, to support the University of Iowa’s proposal to go to the Department of Defense for additional funding as proposed by Timothy E. Mattes, PhD, PE in his email of November 21, 2016.

Mayor Mattox asked if this motion is saying we will give them financial support.

Mr. Higginbotham did not feel it committed us to anything.

Mrs. Brumfield stated University of Iowa would have to come back and say they received this amount of money and we need this much more. Will you give us that much more?

Mayor Mattox asked if they should be made aware up front if Council will give them any money.

Mr. Higginbotham stated he may not get the funding; it would be a moot point.

Mr. George stated it is also giving them permission to build the berm and plant trees. He is against all of this and with all these things that keep coming up, he would be more comfortable if an environmental attorney could come in and look at all of this.

Mr. Edwards felt this was an opportunity to get some free help from world known scientists.

Mr. Eller stated there should be something in this letter advising Council would like to review the pre-proposal and the full proposal and have the right to agree or disagree with it.

Mr. Edwards stated he did not disagree with Mr. Eller’s comment.

Mayor Mattox asked Mr. Fore if he had any comments.

Mr. Fore stated he is still learning about what is going on at the pond. He stated he is in an evaluation process with everything in Altavista which will likely take a year to finish. He noted he does not have the personnel to handle these studies not created by Altavista but would do whatever Council ask of him. He stated there is a lot of work to do and these people need to come in and do these test without the town personnel. Altavista is a small town and we are trying to take care of a water and sewer system and take care of what we got. Having Mr. Matte work on this may be a good thing but Mr. Fore stated he would like to know to what extent he will be asking the town’s employees for their involvement.

Mayor Mattox asked Mr. Higginbotham if he would be interested in asking for more information.

Mr. Higginbotham referred to Mr. Eller comments to ask Mr. Matte for his proposal.

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Mayor Mattox asked if there was the ability to drop out.

Mr. Eller stated this would be a reason to look at the pre-proposal and the proposal.

Mayor Mattox suggested making University of Iowa aware of Council's thoughts up front.

Mrs. Dalton stated it would be unfair not to make them aware of Council's thoughts before they seek funding.

Mr. Edwards stated it would not be fair for the University of Iowa to go out and getting funding that required a 20% match without asking Council first.

Mr. George asked if anyone else thought it would be a good idea to talk to an Environmental Attorney.

Mr. Emerson stated for four years his question has been what has to be done and what doesn't have to be done and he has never gotten an answer on it.

Mr. Edwards stated Council is not committing to anything but a letter right now.

Mrs. Dalton felt Council has come to the conclusion that nothing had to be done; noting there are two projects going on down there now that Council doesn't have resolution for.

Mr. George stated these experiments are not to remediate the Town's problems but to study PCBs.

Mr. Higginbotham stated the whole purpose is to determine how to accelerate the de chlorination of PCBs.

Mr. Edwards stated it can only be determined if in fact they are successful in the Town's facility.

Mrs. Brumfield stated if they are successful here then they know it will work elsewhere.

Mr. Edwards said the plan is to make it work in our facility.

Mrs. Brumfield stated one option is to take large amounts of pilot samples and they don't think they are going to get approval from the EPA to take the sludge to Iowa. Everything is here and they would prefer to continue working here.

Mr. Coggsdale noted the pre-proposal would need to be submitted early January 2017. The next Council meeting is January 10 and he wasn't sure what the University of Iowa considered early. Mr. Coggsdale stated he would be glad to have a conversation with University of Iowa to determine a timeline and see what the proposal would include.

Mrs. Brumfield stated she did not see any harm in allowing them to continue to work as long as they make Council aware of what they are doing. They like what is here and it is an ideal situation for them.

Mr. Edwards offered an amendment to the motion that the letter contains a clause that "the town's participation is subject to approval of the preproposal and their proposal".

Mrs. Dalton felt along the way, Council needs to be careful.

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Mr. Emerson agreed stating who will actually oversee this and how will Council know what they are doing; who regulates all that is being done.

Mrs. Brumfield stated they will not be approved for funding if they don't show that they are getting results on what they are doing. They will do their best in gathering samples; it is their project not the town's project.

Mayor Mattox verified the motion as being a letter of support to University of Iowa subject to review of the preproposal and the proposal.

Motion failed:

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

Mr. Coggsdale advised Council requested that staff consult with Dr. Scott Lowman (IALR) in regard to a proposal to sample Plot #7 prior to proceeding with planting of mulberry trees at a specific location. He presented Council with the proposal from Dr. Lowman for their review with the cost of the proposal being \$5,200.

Mayor Mattox asked if it is worth paying for research again.

Mr. Higginbotham noted Council has already voted on this matter and the town manager was going to get a proposal for sampling.

Mr. Emerson asked if Council was considering testing or planting and testing.

Mr. Coggsdale stated the proposal covers the pretesting, planting and then post testing.

Mayor Mattox asked what the value of this would be.

Mrs. Dalton responded this would see what the mulberry trees will do.

A motion was made by Mr. George, seconded by Mrs. Dalton, to deny the proposal to sample Plot #7.

Mr. Higginbotham stated Council has already voted to move forward with a proposal to sample Plot #7.

Mayor Mattox stated Council agreed to get a price on sampling.

Mr. Higginbotham did not feel this was true.

Mr. Coggsdale stated what he has gotten is a price to sample.

Mr. Higginbotham stated this is a price to sample a turnkey job. He said he thought Council agreed to two samples.

Mr. Coggsdale stated a pre and a post sampling is \$4,700; \$500 is for site gridding and the planting.

Mr. Higginbotham asked if the motion from the previous meeting could be read.

Mr. Emerson said he thought Council voted on testing not planting trees.

Mr. Higginbotham asked why test if Council was not going to plant the trees.

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Mr. Emerson felt the testing was because numbers were needed for the grid.

Mr. Higginbotham referred to the last Council meeting and told Mayor Mattox that he had stated we were very close to getting to 50 parts per million.

Mayor Mattox felt if the Council was poled the majority would agree that nothing has to be done.

Mr. Higginbotham referred to the trip to Richmond stating there was talk of research and remediation and DEQ was told that we were not just doing research but also working on a remediation. He said if Council is not going to do anything then we should tell DEQ.

Mrs. Dalton stated we have got two experiments in the pond now noting she is anxious to see the results of that. Let these run out, let the natural continuation go, not spend any more money, then sample in a reasonable amount of time.

Mr. Eller stated in his mind, the experiment by Dr. Lowman is just another experiment in addition to what he is already doing. In the trip to Richmond, Council committed to what Dr. Lowman was already doing, and would work on the other two.

Mr. Coggsdale referred to the meeting of October 11, 2016 and read from that meeting, "It was the consensus of Council that staff ask Dr. Lowman if he will test the area of 8A." The proposal says Dr. Lowman can do the testing and here is the cost.

Mrs. Dalton asked how much the testing would cost.

Mr. Coggsdale stated the proposal is \$5,200.

Mrs. Dalton stated she is for testing but felt Council should see what the present testing shows before putting switch grass in this spot.

Mayor Mattox reminded Council that they agreed that research pays for research and the town pays for remediation.

Motion carried:

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

j. Town Cell Phone Policy

Mr. Coggsdale advised the Town participates in the VML insurance programs and VML offers incentives in the form of reduced rates for implementing safety programs, such as the Defensive/Safe Driving Program. Because of the frequency of accidents (in Virginia and nation-wide) related to distracted driving while using a cell phone, VML is requiring a hands free policy if the Town wants to continue receiving reduced rate premiums. A template was provided by VML and staff has tailored this policy for the Town receiving approval from VML. Council must also adopt the policy.

A motion was made by Mrs. Dalton, seconded by Mr. George, to adopt the Town Cell Phone Policy as presented.

Mrs. Brumfield disagreed with an employee getting three warnings before being terminated. She felt the first time should be the warning with the second time

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being termination. She suggested reading the policy to the employee and tell them because she was concerned what would happen if there was an accident while the employee is on the phone.

Mrs. Dalton stated this is a VML policy that Council is being asked to adopt; she noted if it is more stringent than they are asking for they would likely be happy.

Mr. Eller noted a contradiction in the policy in the third bullet point.

Mrs. Dalton suggested staff ask VML to clarify.

Mr. Coggsdale suggested amending the policy to read town owned or personal cell phone.

Mr. Emerson asked where Public Safety would fall in regards to this policy. There are times when the radio fails or two or three officers are working on something and the officer needs to be on the cell phone.

Chief Milnor was in agreement with Mr. Emerson noting there are times and they are exempt as Law Enforcement under the texting and driving code; however, he wants usage to be an emergency.

Mr. Emerson noted there are some devices for the patrol vehicles that could be used.

Mr. Coggsdale suggested Bullet 3 be changed to include town or personal phones.

A motion was made by Mrs. Dalton, seconded by Mr. George, to adopt the Town Cell Phone Policy as amended.

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

9. Reports

a. Town Manager's Report

Main Street Waterline Project (Project 1B)

- Final Payment (Retainage) has been made.
- Project is complete.

Booker Building

- Preliminary Report submitted to Council in November.

WWTP EOP – PCB Remediation

- Receipt of proposal from IALR (Dr. Lowman) in regard to sampling of Plot 7.
- Receipt of proposal from University of Iowa (Dr. Mattes) in regard to possible project that would be submitted to Department of Defense for consideration.

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Compensation/Classification Plan Study

- Tentatively this item will be discussed with Council at the January Work Session.

Water Plant Projects

- Water Model/GIS Mapping – Delivery date of December 30, 2016
- Water Plant Electrical Upgrades – 90% plans submitted for review.
- SCADA *Check* – Working on scheduling a presentation to Town Council (Jan. or Feb. Work Session)
- SCADA Phase 1: Soliciting bids on the panels (Estimated Completion: May 2017)
- Melinda Tank High Pressure Zone – waiting on water model to do a final analysis in regard to the High Pressure Zone

Mr. Higginbotham asked if the “grey” water has been discussed with Dominion.

Mr. Coggsdale advised he has talked to the local plant manager with Dominion who is meeting with his engineer. At this point, Dominion is continuing their evaluation.

b. Departmental Reports

10. Informational Items/Late Arriving Matters

a. Correspondence/Articles

b. Calendars-December/January

11. Matters from Town Council

Mr. Emerson asked for an update on the Booker Building at the next meeting.

Mr. Edwards referred to the forum at the Altavista High School and noted that all the candidates spoke in favor of Economic Development. Over the past few years real estate taxes have been reduced by roughly \$200,000, he would like to see the machinery and tools tax reduced by a like amount which would be about 13.3% on the estimated \$1.5 million in the budget.

Mr. Edwards announced his resignation effective December 31, 2016. He suggested Ms. Betty Gilliam be considered for his replacement.

Mayor Mattox told Mr. Edwards he would be sorely missed.

Mayor Mattox noted before he came to the meeting he attended First Baptist Church’s Preschool Christmas program and wished everyone a “Merry Christmas” and asked that everyone look at Christmas through the eyes of a child because it is a wonderful thing.

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,

Section 2.2-3711 (A)(3) regarding 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 (Recreation/Economic Development)

Section 2.2-3711 (A)(7) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provisions of legal advice by such counsel. (Economic Development)

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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	No

Council went into closed session at 8:55 P.M.

Notice was given that council was back in regular session 9:40 P.M.

FOLLOWING CLOSED SESSION:

A motion was made by Mrs. Dalton, seconded by Mr. 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 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. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

13. Adjournment

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

The meeting was adjourned at 9:41 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk