

Regular Council Meeting—May 10, 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 May 10, 2016 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Rev. Dawn Compton, Mt. Herman 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
Mrs. Tobie Shelton, Finance Director
Mr. Dennis Jarvis, Economic Dev. Director
Mr. David Garrett, Public Works/Utilities Director
Sgt. Gary Penn, Altavista Police Department
Mr. John Eller, Town Attorney
Mrs. Mary Hall, Administration

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

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

Motion carried:

VOTE:

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|----------------------|-----|
| 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 two employees Ms. Roberta Robbins (ACTS part time bus driver) for five years of service and Mr. John Pannell (Public Works Department) for 25 years of service. Mayor Mattox expressed appreciation for their hard work and dedication to the town.

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 April 12th; Work Session April 19th; Work Session April 26th –The Council approved the minutes of the Council meeting and work sessions.
- b) Monthly Finance Reports-Council approved the monthly reports
 - i. Invoices
 - ii. Revenues & Expenditures Report

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iii. Reserve Balance/Investment Report

c) Appointments

- i. Recreation Committee-Council approved the re-appointment of Mrs. Ann Shelton for a three-year term, ending 2019.
- ii. Planning Commission-Mr. Marvin Clements was appointed to the Planning Commission to fill an unexpired term, with this term ending December 2018.

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

Motion carried:

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| 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. FY2017 Budget and FY2017-2021 CIP

Mr. Coggsdale advised the proposed FY2017 budget revenue and expenditures balance at \$10,892,950. The FY2017 CIP expenditures total \$2,360,600. The FY2017-2021 expenditures total \$17,011,400.

Mayor Mattox opened the public hearing at 7:08 p.m. and asked if anyone would like to speak on this matter.

Mr. Dale Moore, business owner of 606 Main Street, addressed Council in regards to increasing the meal's tax. He stated he serves a lot of elderly folks and his café is a meeting place for them as well. In nine years of serving food at the café, they raised their prices one time because of the clientele. He advised they have lost money every year until 2015 in which they made \$1,000 plus. Mr. Moore stated it is not about making money but helping and serving the public; he felt the 1.5 percent would affect his customers. Mr. Moore stated he is totally against increasing the meals tax.

Mr. Higginbotham thanked Mr. Moore for what he has done for Altavista, noting what he has done is commendable. Mr. Higginbotham felt the citizens of Altavista owed Mr. Moore a bit of gratitude. Mr. Higginbotham stated he truly appreciates what was said by Mr. Moore and agrees. There is already a meal's tax and there are people on a fixed incomes and he did not feel taxes needed to be increased.

Mrs. Heather Reynolds, Altavista Chamber of Commerce, addressed Council. She thanked Council for being visionaries noting this is how Altavista was built. She stated Council is studying and scrutinizing the FY2017-2021 CIP. She asked Council to consider continuing to support the Economic Development Department. She has attended with Mr. Jarvis the Virginia Economic Development Partnership conference. She asked Council to continue to support the virtual shell building design, the installation of wireless broadband, the joint investment for a sharing district at Dearing Ford, the purchase of industrial property and the development of a property infrastructure as listed in the CIP. She stated in visiting VEDP, they heard Altavista is not even looked at because these things are not in place. Mrs. Reynolds stated in various meetings she has sat in; she had heard the town does not have these things in the community. She encouraged Council, with being physically responsible with the tax payers' dollars, to consider continuing to support the Economic Development CIP.

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Mr. Dave Hoehne, 110 Shady Oak Lane, Forest, addressed Council stating that he is not a resident of Altavista but comes here to work every day and most days eats out at the area restaurants. He stated a meal's tax is already being paid to the town and felt the increase would make the town of Altavista have the highest meal's tax rate in the state of Virginia. He referred to an article in the News & Advance which stated the net profit for the town would be \$650 after reducing the real estate taxes. He noted in the middle of Business Appreciation Week Council is asking the businesses to pay more money. The citizens will pay the fee but the businesses will be the tax collectors. He did not think this seemed very friendly to businesses or customers. He stated restaurant prices are rising on their own along with gas prices which makes it costlier for everyone to eat out while wages remain flat. He noted this increase could drive customers away and make it harder for businesses to survive. He asked Council to consider not increasing the meal's tax.

Mayor Mattox reviewed the proposals. The current meal's tax is 5.5% with the proposal raising it to 7%. There is no tobacco tax. The proposal is to add a tobacco tax; \$.27 per pack with \$.02 going to the business. The goal is to alleviate the real estate tax by cutting it in half which will help every industry, every business and every property owner in the town of Altavista. In regards to the BPOL tax, every business pays .085 cents per 100 on the gross receipts. The hope is to remove the BPOL tax. The goal is to rebalance this so that the businesses and residents of Altavista are not carrying such a heavy load. He noted the real estate taxes have stayed constant; the assess value of the homes are stagnant but food cost and tobacco cost are increasing with inflation.

Mr. Mitch Bernard, 1701 Avondale Drive, addressed Council. He compared two restaurants: one just outside the town limits (Tuscan Grill) and one inside the town limits (Taste of Italy). He stated by charging more for meals in Altavista we may be helping the Tuscan out. He stated another way to get rid of other businesses in the town is to institute a cigarette tax. Mr. Bernard spoke on the BPOL tax stating he likes the fact businesses in the town are registered but disagreed with the license fee being based on gross income instead of profits. He stated he did not want to see the BPOL tax eliminated although he would benefit from it as well as some on Council.

Mayor Mattox asked if anyone else would like to speak on the FY2017 Budget and FY2017-2021 CIP. No one came forward. He closed the public hearing at 7:26 p.m.

b. Proposed Ordinance Enacting a Cigarette Tax

Mr. Coggsdale advised of a proposed Cigarette Tax (Article VII, Sections 70-300 - 70-311). The ordinance sets forth the necessary provisions for adoption and implementation of said tax. The proposed tax levy would be \$0.27 for each 20 cigarettes or fractional thereof. A discount of \$0.02 per stamp of the face value will be provided to cover the cost incurred by the dealer or agent in affixing the stamps to packages of cigarettes. He asked if it is Council's desire to implement a cigarette tax that it become effective October 1, 2016. This would provide staff time to inform the local businesses, buy the stamps and address any other issues that may arise.

Mayor Mattox opened the public hearing at 7:28 p.m.

Mr. Reggie Bennett, 704 10th Street, addressed Council advising he was a homeowner and a nonsmoker and noting he and his wife were on fixed incomes with the exception of working a part time job to supplement their income. He stated you would think he was in favor of a cigarette tax and food tax to help offset the real estate taxes or business taxes but he is not. In 2015, his property value decreased by \$1,000. With the number of homes vacant or for sale, he did not foresee his property value increasing any time soon. He stated home ownership is not an option in his neighborhood where a lot of the houses are rental houses and the hope of finding good paying jobs fade. He added many are working multiple jobs or temporary jobs just to survive. Mr. Bennett referred to a website, Citydata.com, which shows the

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demographics of the income of the citizens in the town of Altavista as of 2000 to 2013 has fallen. He felt the new cigarette taxes and meal's taxes would be more than a lot of people could bare noting cigarette smoking is an addiction and the tax won't make people stop smoking. Eating out is not an option for the working poor; it might require working crazy hours or multiple jobs while taking care of children and eating out becomes the only option. Mr. Bennett referred to some comments made by former Mayor Rudy Burgess when he retired; one of the biggest things he had to face was the loss of the many jobs in this area: The Lane Company, AO Smith, Burlington. "In just a few months Altavista loss 1,500 jobs and we still continue to lose. I don't know if there is a small town that has lost as many jobs as we did. It is a tremendous amount." Mr. Bennett believes that Mayor Burgess would not institute a tax of any kind. He was a working man; he knew how the working people of this town lived and felt Mayor Burgess would feel the need not to institute any tax until there were good pay checks coming back into this town where we can live on income and not taxation.

Mr. Neal Salisbury, 11533 Gloriosa Drive, Dallas, Texas, addressed Council advising he frequents the town of Altavista twice monthly. He requested Council not impose the tobacco tax. He advised his store (Sunoco) sells \$3,000 a week in merchandise, \$17,000 a week in lottery noting there are a lot of desperate people. He advised he works for a major fuel company and their money comes from fuel not inside sales. He stated the store sells 45 cartons of cigarettes per week which would give the town about \$111 in revenue. He told Council if they imposed the cigarette tax, the folks that are mobile will go elsewhere because there are options close to the town. He felt they would lose about 60% of the revenue on their cigarettes. He stated cigarettes are a customer service item not a money generator. People that come in to purchase chips, drinks, etc. also pick up cigarettes and will go elsewhere to purchase these items. Mr. Salisbury stated this will cause businesses to close which will create a lost in revenue. He asked Council to look at the long term picture.

Mr. Higginbotham thanked Mr. Salisbury noting he is opposed to the cigarette tax as well as the meals tax.

Mr. Abdul Nasir, business owner of 1308 Main Street, addressed Council and advised he did not think it was a good idea to charge the cigarette tax. He noted he would not profit by cutting the BPOL tax and adding the cigarette tax; because customers will take their business outside of the town of Altavista.

Mr. Edwards pointed out this was not designed to be additional revenue for the town; the proposal is to offset some of the other taxes. He stated he was at a loss of why customers should pay for people to do business in the town of Altavista. He felt the businesses in town should pay the BPOL tax. He stated he has been on Council longer than anyone and this is the first time he has seen any effort by anyone on Council to reduce taxes on themselves and pass it on to someone else.

Mr. Mitch Bernard, 1701 Avondale, addressed Council, stating because there is a linkage with the BPOL and Council it is more unfair. He hoped it wouldn't be necessary to mention names but felt it might be justified.

Mr. Amged Almakaleh, business owner of 1026 Main Street, addressed Council stating Mr. Nasir said it all. The only ones affected will be the ones on Main Street. Most of his customers are not from town and if there is a tax they will stop out of town to pick up the cigarettes, gas and everything else. He felt adding the cigarette tax will cause him to lose business.

Mr. Tim Davis, business owner of 1023 Main Street, addressed Council stating he felt this was looked at the wrong way. A lot of smokers have lower income and have very little money to buy cigarettes to begin with; they will be ran across the river and everywhere else which will take all the money out of town. He felt the meal's tax would do the same thing. He understands Council is trying to make money to balance the budget. He noted there are beautiful streets with a lot of empty stores

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and there will be a lot more. He felt Council needs to consider the long term effects on people that can't afford it to begin with.

Mayor Mattox asked if anyone else would like to speak on this matter. No one came forward. He closed the public hearing at 7:45 p.m.

Mr. Higginbotham stated he appreciated the comments brought up about Mr. Burgess; that he understood what the working man had to do to make a living. He felt the proposed cigarette tax would cause a second and third order effect which is the unintended consequences. He stated the cigarette tax would provide revenue in the first year but will decline in the second and third years. Mr. Higginbotham based this information on data he collected from other jurisdictions. He stated this could also make the citizens of Altavista criminals by them purchasing cigarettes in untaxed localities and selling them in the town of Altavista. He did not feel he hadn't said anything that the citizens hadn't already said. He noted this also applies to the meal's tax; there is already a meal's tax in place. He stated Council is trying to balance the revenue and help people with the real estate taxes.

Mr. George asked Mr. Higginbotham if the jurisdictions he mentioned already have a cigarette tax in place.

Mr. Higginbotham responded that they implemented the cigarette tax and in the following years the revenue decreased.

Mr. George noted Appomattox implemented a cigarette tax and in the first year the revenue was \$160,000. The idea is to eliminate BPOL for businesses noting this tax is not fair the way it is currently set up; it is based on the gross income. Eliminating the tax could possibly stimulate the economy and make it easier for small businesses. He added in an effort to reduce or eliminate the real estate tax, the increased meal's tax would generate revenue to cover the lost real estate revenue. Mr. George stated the increased meal's tax is not meant to be a punishment and added he is for increasing the meal's tax and proposed cigarette tax.

Mrs. Dalton stated it was the adjustments and the efforts of looking at the adjustments and these increases were in no way meant to be punitive. Council was trying to shift from every property owner and business owner to a user tax. She noted the public hearing has clearly given Council some things to think about. She suggested this was a shift from every business/every property owner to people who purchase cigarettes and buy meals outside of their home when they don't have too.

Mr. Edwards referred to a Council meeting several years ago when he asked Council to consider a survey of taxation among nine other communities similar to Altavista. Mr. Edwards stated several things stuck out in his mind and tonight he has heard several people refer to the need for jobs and economic development and stated he agrees. He mentioned there are 40 empty store fronts noting the loss of jobs has affected the retail dramatically. He felt getting the store fronts filled would bring in revenue and was at a loss as to why the shoppers should have to pay for the businesses owners' BPOL tax. Mr. Edwards noted the machinery and tools tax in the Town of Altavista is 19% higher than other communities and felt this was not a good thing. Mr. Edwards advised the real estate tax has been reduced by 10% and now Council is looking at reducing by 50%. He asked why would Council shift these costs to the citizens eating out or buying cigarettes and suggested leaving taxes as they are.

Mrs. Brumfield stated they were trying to give the citizens a break on taxes and the BPOL. She felt the BPOL was an unfair tax because it is based on gross receipts. If that tax is kept, Council needs to find a way to make it fair. Mrs. Brumfield felt if the right person is hired as superintendent at the Water Plant and it is ran efficiently, the town can make money. She is opposed to buying any water from Campbell County. She wants to make all the water and for the town to receive the profit. She stated this is where additional revenue can be brought into the budget. Mrs. Brumfield stated she could not vote for a cigarette tax or a meal's tax.

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Mr. Emerson stated Council was looking at ways to do away with the real estate taxes, something that would benefit everybody. He advised he works in Campbell County and there is no meal's tax; his wife works for the county and will not receive a raise this year. Mr. Emerson noted the Town of Altavista can expect no support from the Campbell County Board of Supervisors. He understands the argument on the cigarette tax but felt this was a tax that people pick. He stated he eats out for lunch and a meal's tax does not determine where he will eat. He stated people choose to eat out and they choose to smoke; with his job he has seen people choose cigarettes over baby food. Mr. Emerson noted Council is not making these proposals to add a burden to anyone.

Mayor Mattox stated he owns a convenience store, he pays BPOL and collects meal's tax and if the proposed tax is approved, he will have to pay for that up front as well. He commended Council for looking at ways to change things up for Altavista. He noted there are over 2,000 manufacturing jobs in the Town of Altavista with a small percentage of these people living in the town. He stated Council was looking for a way to attract people to Altavista and the Number 1 complaint from people wanting to move into Altavista is double taxation. Council's goal is to get more people to move into Altavista. Mayor Mattox stated he hopes with the reduction of sales in cigarettes that means people have stopped smoking.

Mr. George referred to the "Peer Analysis", he stated the driving force was to come up with an idea to eliminate the dreaded double tax. The Town does a lot of things here without the help of the county and will not have support from them in the foreseeable future. He felt it was okay to ask people that live outside of the town to help with things such as the parks. He noted the budget contains \$1.2 million for the Police Department with no help from the county and they respond to calls outside of the town. Mr. George felt the proposed taxes were a fair thing to do.

Mr. Higginbotham stated he has heard the businesses present tonight say they don't want the proposed taxes and also say not only is Council going to take away the cigarette customers and maybe other meals' customers but drive off other business as well. He noted the people that are hooked on cigarettes are really addicted to cigarettes and there is already a huge tax on cigarettes. Mr. Higginbotham stated his point is these people are addicted and on low incomes. He didn't feel it was right to pick out cigarettes, why not beer, snuff or hard liquor. He asked why pick on the people buying cigarettes if it is going to hurt the businesses in the town.

Mrs. Brumfield clarified that she is for reducing BPOL and real estate taxes but felt the answer to balance the taxes out will come through the Water Plant.

A motion was made by Mr. Higginbotham, seconded by Mr. Edwards, to eliminate the 80% increase on the Council's salary from the FY2017 budget.

Mr. Edwards stated it was hard for him to walk down the street or walk into the building and look at town employees knowing he is taking an 80% increase with town employees receiving only a 2% increase.

Mrs. Dalton asked what the total expenditure would be.

Mr. Coggsdale advised the total is \$14,450.

Mr. George stated Council would make \$16.80 per day if the increase was approved.

Mrs. Dalton stated she sat there as a very lucky person who does not have to work here and considers her presence on Council a privilege but not everyone can spend as much time as Council does without some compensation. She did not feel she could say what the compensation should be but should come from the vote of all seven members of Council. She noted there is a lot of time devoted to Council work.

Mrs. Dalton stated she would hate for good sound minded people to decline to serve because they cannot give that kind of time away without some sort of compensation.

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Mr. Emerson stated when he got elected he was surprised that he would be receiving a check; he did not realize he would get paid to sit on Council. He stated he did not have a strong opinion on whether there was an increase or not and asked what the monthly salary of the Board of Supervisors is.

Mayor Mattox advised approximately \$6,000 plus health insurance.

Mr. Emerson stated Altavista is by itself and the County gets \$500 for a Board of Supervisor's meeting.

Mr. George stated he too was surprised in regards to being paid and noted some Council members put in a lot of hours with some putting in very few. He felt Council tries to pay every employee a fair price. In the past three years they have received a 2% COLA raise and they are making more than \$8.00 a day. Mr. George stated he did not feel bad voting for \$16.60 a day for Council.

Mrs. Brumfield stated she would rather see this money be given to the employees; some are struggling to pay the insurance premiums and live off the salaries they are making. She noted she did not serve on Council to receive a paycheck.

Mr. Higginbotham stated he appreciated Mr. Emerson's comments and noted the Campbell County Board of Supervisors manages about 50,000 people and the Town of Altavista is approximately 3,100 people.

Mayor Mattox stated there is a need for people on Council and it shouldn't be just retired people or people that have the means to be on Council but should be the small business owners and people that are vested in the community. These people may need to pay a babysitter or be away for a weekend. His goal is to have a Council that truly represents the community and he is supporting this although he does not want a pay increase. He asked that the budget be amended that the Mayor receive the same pay as the Council members.

Motion carried:

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

8. New/Unfinished Business

a. Canoe Launch Grant-DCR LWCF Grant Resolution

Mr. Coggsdale advised at Council's last work session, the Canoe Launch project was discussed and staff provided an update on potential grant opportunities. Staff is seeking Council's authorization to proceed with an application for a Department of Conservation and Recreation "Land and Water Conservation Fund" grant. Based on renewed construction estimates, including purchase of property, the threshold of a minimum \$400,000 project is met (Actual estimate is \$429,000). He presented Council with a memo that sets forth other items related to this project and the potential to move several items forward. The most pressing item would be the metes and bounds survey of the property. Staff asked for direction in regard to having this completed at an estimated cost of \$850. He noted if needed, a budget amendment would be presented at a later date for this expenditure

A motion was made by Mr. Emerson, seconded by Mr. George, to adopt the DCR LWCF Grant Resolution.

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Motion carried:

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| 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 |

RESOLUTION AUTHORIZING AN APPLICATION FOR FEDERAL FUNDING ASSISTANCE FROM THE LAND AND WATER CONSERVATION FUND (LWCF) TO THE VIRGINIA DEPARTMENT OF CONSERVATION AND RECREATION (DCR) AS PROVIDED IN THE LWCF ACT OF 1965, AS AMENDED

WHEREAS, under the provisions of the LWCF, federal funding assistance is requested to aid in financing the costs of land acquisition and facility development; and

WHEREAS, the Town of Altavista Town Council (“Council”) considers it to be in the best public interest for the Town of Altavista (Town) and surrounding counties to complete the land acquisition and development grant application to develop a canoe launch site as a component of the Staunton River Water Trail, as described in the 2016 LWCF application;

AND, WHEREAS, Council is committed to the purchase of the land and the completion of the canoe launch project;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Town Manager or designee be authorized to submit a formal application to DCR for funding assistance;
2. Any fund assistance received shall be used for purchase of a three acre property located approximately seven miles from the Town for the purpose of developing a public canoe launch and Staunton River access site within the specified timeframe;
3. The Town hereby certifies that project funding is currently available and is committed for this project;
4. The Town is aware that the LWCF grant, if approved by the National Park Service, will be paid on a reimbursement basis. This means that the Town may only request payment after the eligible and allowable costs have already been paid to contractors or vendors and evidence of such has been provided to DCR in the format required.
5. The Town acknowledges that the property to be acquired and developed with financial aid from the Land and Water Conservation Fund must be placed in use and be retained in perpetuity as a public outdoor recreation area in accordance with the provision and requirements of the Land & Water Conservation Fund Act of 1965, as amended.
6. The Town acknowledges that any non-recreational uses may not be made of the property without undergoing a conversion of use process and obtaining approval from the Department of Conservation and Recreation and the U. S. Department of Interior/National Park Service.
7. The Town acknowledges responsibility for compliance with the National Environmental Policy Act, Endangered Species Act, Historic Preservation Act, Executive Order 11988 and 11990 (Floodplain Management and Wetlands Protection) and all other applicable state and federal laws.
8. The Town acknowledges that appropriate opportunity for public comment will be provided on this application and evidence of such is a required component for approval.
9. This resolution becomes part of a formal application to the Virginia Department of Conservation and Recreation.

This resolution was adopted by the Altavista Town Council during its regularly scheduled meeting on May 10, 2016 held in the J.R. ‘Rudy’ Burgess Town Hall located at 510 7th Street, Altavista, VA.

Adopted this 10th day of May 2016

Signed and approved by the following authorized representative:

Mike Mattox, Mayor

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ATTEST:

Clerk, Town of Altavista

It was the consensus of Council to move forward with the metes and bounds survey of the property.

b. Boy Scouts Request to Use English Park

Mr. Coggsdale advised staff was contacted by an individual requesting permission for Boy Scout Troop 278 to utilize a portion of English Park. The request would cover May 20 – 22nd, with arrival around 3:00 p.m. on Friday and departure no later than 11:00 a.m. on Sunday. It is anticipated that approximately 12 youth and 4 adults would pitch tents on the property, behind the Town’s storage building along the ditch and to the area close to the butterfly garden. Any fire would be contained in an off ground fire pit and “lights out” would be no later than 11:00 p.m. each evening.

A motion was made by Mrs. Dalton, seconded by Mr. Emerson to allow Boy Scout Troop 278 to utilize a portion of English Park May 20-22nd as outlined.

Motion carried:

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| 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. Altavista Community Transit System-Substance Abuse Policy Adoption

Mr. Coggsdale advised due to federal funds being utilized for the operation of the local transit system, the Substance Abuse policy needs updating to remain consistent with federal regulations.

A motion was made by Mr. Emerson, seconded by Mrs. Dalton, to adopt the Substance Abuse Policy for the Altavista Community Transit System.

Motion carried:

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| 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

Bedford Avenue Waterline Project (Project 1A)

- Final items are being completed, so retainage can be released.

Main Street Waterline Project (Project 1B)

- Progress meeting held on May 5, 2016.

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- Waterline along Main Street is being installed.

CCUSA Agreement and Dominion Water Connection

- CCUSA approved the water agreement; and Dominion Memorandum was executed.
- Design work for connection is under way. Potential that any construction could be as result of a change order to the Main Street Waterline Project.

WWTP EOP - PCB Remediation

- Staff is working on the Quarterly Update to the Department of Environmental Quality (DEQ).
- Dr. Sowers (UMBC) visited the site to gather samples in March 2016.

b. Departmental Reports

10. Informational Items/Late Arriving Matters

Mr. Jarvis reminded Council members of the Business Appreciation Reception scheduled for May 12th, 2016 at Avoca Museum.

- a. Correspondence/Articles
- b. Calendars-May & June

11. Matters from Town Council

Mr. Emerson asked staff to look at repairs for the Booker Building. He felt the building was under used because of the condition and thought there may be something available to pay for a study.

Mayor Mattox advised this thought has been shared with the town manager and staff will be checking on grants for a feasibility study.

Mr. Higginbotham suggested contacting Mr. Maurice Law and asking him to look at the building in regards to some options.

12. Closed Session

13. Adjournment

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

The meeting was adjourned at 8:50 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk