

## Council Work Session—February 24, 2015

The work session 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 February 24, 2015 at 5:00 p.m.

1. Mayor Mattox called the meeting to order and presided.

### 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. David Garrett, Public Works/Utilities Director  
Mr. Steve Bond, Wastewater Treatment Plant  
Mrs. Mary Hall, Administration

2. Agenda Amendments/Approval

Mayor Mattox advised of an amendment to the agenda: closed session and discussion on PCBs.

A motion was made by Mr. Emerson, seconded by Mrs. Brumfield to amend the work session 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

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 of a personnel matter regarding specific town employee (s) of the Police Department.

A motion was made by Mrs. Dalton, and seconded by Mrs. Brumfield.

### 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 5:02 P.M.

Notice was given that council was back in regular session 5:20 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

3. Public Comment-Agenda Items Only

Mayor Mattox asked if anyone would like to come forward and speak on anything listed on the agenda. No one came forward.

4. Introductions and Special Presentations

5. Items Scheduled for the Regular Meeting Agenda

a. Discussion of Recreation Committee Proposal/Request.

Mr. Coggsdale advised of correspondence received from Mrs. Ann Shelton, Chair of the Recreation Committee. They have been discussing potential projects they would like to see undertaken and a funding source be set aside for investment into these and other projects that may arise.

Mrs. Shelton, 2205 Beverly Heights, addressed Council and advised the Recreation Committee is in agreement that the park is one of the best features of the town. She advised the committee voted unanimously to recommend to Town Council a request to allocate \$50,000 per year to be used for continued development of English Park as well as to provide funding for additional recreation opportunities for the citizens of Altavista. She noted these funds would carry over in the same manner as the cemetery for upkeep and they would approach Council before spending any of the funds.

After some discussion, the majority of Council agreed the monies should be appropriated to the Recreation Committee when the occasion arises.

Mrs. Dalton suggested the Recreation Committee use the Capital Improvement Process and stated she would support this approach as opposed to earmarking funds.

## Council Work Session—February 24, 2015

Mr. Coggsdale suggested the Committee go through the CIP process to develop and create a conceptual budget to see how these projects fit into the budget.

It was the consensus of Council to ask the Recreation Committee to prioritize their ideas and formulate for the budget.

### b. Update on Utility Department

Mr. Garrett addressed Council advising he has been in his position for 11 months and felt a lot of progress has been made in this time. Mr. Garrett noted all the departments, Public Works, Water and Wastewater are now working together; the employees are doing a great job and are dedicated to taking care of the needs of the town. Mr. Garrett advised at the Water Plant two employees have retired noting 70 years of experience and knowledge gone which hurts an organization. He stated his vision is to restructure staff and explained what he is looking at. He noted he is looking at ways to reduce the hours of operation at the water plant. Mr. Garrett advised of some things have been identified in the system that need to be addressed before replacing some of the waterlines.

Mr. Coggsdale advised Project 1A and Project 1B were identified as necessary in recent years with some projects to follow these and after Mr. Garrett's evaluation some projects need to take higher priority.

Mr. Garrett noted Project 1B is currently being reviewed by the Health Department and should go out to bid in the near future with a completion date in 2016. Mr. Garrett stated the Water Plant and its structure are all tied to the demand and how the system is made up. Some insufficiencies have been discovered that need more attention; water pressure in the Melinda Drive area, cut off values, the hydraulic model is off. He stated these projects need to be corrected because it affects operations.

Mayor Mattox asked what has been done with the Altavista water tank at Altavista Commons.

Mr. Garrett stated he is presently working on this matter.

Mr. Higginbotham stated although Council wants this analyzed the other problems have to be fixed to know what is needed at that tank; Council can ask the county for an extension on the time.

Mr. Garrett stated based on what has been done thus far felt he could make this tank work for the benefit of the town with minimal cost to the town. The biggest cost would be repainting which is included in the recent RFP. Mr. Garrett noted all of these items are connected and reflects back to the Water Plant; if all is fixed, there will be a reduction in the hours at the water plant. He mentioned one thing to work towards is a new SCADA system at the water plant. He stated the different departments can be monitored from an I-pad. Mr. Garrett mentioned a planning grant he is looking at for the water and wastewater plants and is looking at clearing the right-of-ways of water and sewer lines. Mr. Garrett stated there was only a few employees familiar with operations and he is in the process of cross training employees.

Mr. Higginbotham questioned what was being done with the storm drains on Main Street.

Mr. Garrett advised this will be worked on next week along with checking the valves on the river.

### PCBs

Mr. Coggsdale advised he is in receipt of an email from Dr. Scott Lowman, IALR, indicating of the 6 test samples taken; only 1 was above 50 parts per one

## Council Work Session—February 24, 2015

million. Dr. Lowman anticipates taking samples for the south side on March 8<sup>th</sup>, 2015.

Mr. Higginbotham stated he was upset at the money wasted to have Gay and Neel, LLC. advise of the same information that was presented at a previous meeting held at the train station. He felt a consensus was needed on whether to remediate the pond or cover it up.

Mrs. Dalton stated she has never been interested in filling in the pond and her thought process about the February 23 meeting is it was an update of the potential opportunities and felt it was reasonable information. She does not feel offended by what has been done and Council has done the best they know to do.

Mayor Mattox is interested in what Mr. Scott Rice has to say. He feels it may be a game changer; hopefully positive news.

Mr. Higginbotham suggested the areas where there is PCBs of less than 50 parts per one million be seeded over, and the mulberry trees need to be planted.

Mrs. Dalton commented verifying that it has been tested and what date it was tested on.

Mr. Coggsdale asked if DEQ needs to say it's okay to do this or is Council taking the consultant's word on this.

Mrs. Dalton suggested in the letter to DEQ, the information about the 50 parts per one million areas be included in the letter and suggest Council's desire to proceed.

Mayor Mattox asked if anything is done in a flood plain does it have to be reported.

Mrs. Dalton suggested Council wait until results are received from the testing before moving forward.

Mayor Mattox asked if Council is interested in testing the entire pond.

Mr. Higginbotham stated because of the water, testing has to be done in increments. He also mentioned there has to be something done to control the muskrats. He asked that Mr. Garrett stockpile red clay and sandy loam for topsoil.

Mr. Coggsdale confirmed taking care of the muskrat problem and stockpiling the dirt were the immediate issues.

Mr. Garrett advised Reed Creek is not in operation because of the silt built up on the intake and a permit is needed before they can repair.

### c. Update on Health Insurance Renewal

Mrs. Shelton advised two years ago, the Town contracted with Coventry Health Care for medical insurance. At the same time, Aetna was completing its acquisition of Coventry. Up to this point both carriers, Aetna and Coventry, offered their own products. The Town has been notified beginning with upcoming renewals; all groups will be migrated from Coventry to Aetna. Up until 2 weeks ago, staff was told only small groups would migrate over on July 1<sup>st</sup> which would not affect the Town. Aetna has similar products as Coventry, but they are not identical. They have different benefit designs. She noted in talking with Ms. Becky Pollard, our health care consultant, she is working with Aetna representatives to obtain a cost estimate of Aetna's products to give us an idea of the costs associated with their offerings. Mrs. Shelton stated she is continuing to look at high deductible plans paired with either Health Savings Accounts or Health Reimbursement Accounts. It will be April before renewal information is

## Council Work Session—February 24, 2015

received; however, with the anticipated cost estimates we will have an idea of the direction we will be taking prior to our renewal. She mentioned at this time staff does not know the impact health care will have on the budget. It is staff's recommendation to stay the course and review the alternative benefit plans provided by Aetna and not go out to bid this year. Staff has never had the opportunity to review Aetna's products, the first time out to bid they declined due to lack of competitive information and Coventry being their sister company. It is staff's opinion this will provide several opportunities such as a sense of stability among employees and a new look at products that might be better suited for our organization. Mrs. Shelton noted while bidding out insurance plans can be a great strategy for finding the most competitive cost, if we continue to bid out and not change providers it may hamper the competitive proposals being submitted.

Mr. Edwards commented he was glad Health Savings was being looked at and noted his company had no increase by removing "out of network" coverage.

### Code of Ethics

Mr. Higginbotham asked for information on the Code of Ethics

Mr. Coggsdale advised he has two documents he is working on which are nearing completion and will forward to Council for review.

### 6. Items Scheduled for the Regular Meeting Agenda

### 7. Public Comments

### 8. Adjournment

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

The meeting was adjourned at 7:07 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk