

Mayor
J.R. "Rudy" Burgess

Vice Mayor
Ronald Coleman

Council Members

Beverley Dalton Jay Higginbotham
Michael Mattox William Ferguson
Charles Edwards

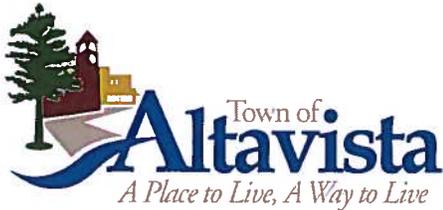
Altavista Town Council
December 11, 2012 Regular Meeting Agenda
7:00 p.m. - J.R. "Rudy" Burgess Town Hall

ALL CELLPHONES AND ELECTRONIC DEVICES ARE TO BE SILENCED OR TURNED OFF IN COUNCIL CHAMBERS.

6:30 p.m. PUBLIC INPUT SESSION – FY2014 BUDGET (Council's Chambers)

7:00 p.m. Regular Council Meeting (Council's Chambers)

- 1) **Call to Order**
- 2) **Invocation**
- 3) **Approval of Minutes – (Tab 2)**
Regular Meeting November 13, 2012
- 4) **Review of Invoices** –(Tab 3)
- 5) **Financial Statements (Tab 4)**
Revenue & Expenditure Reports November *Reserve Balance/Investment Report November*
- 6) **PUBLIC COMMENT PERIOD:** Notes on Comment Period – Each speaker is asked to limit comments to 3 minutes and the total period for all speakers will be 15 minutes or less. Council is very interested in hearing your concerns; however speakers should not expect Council action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda. Thank you for your consideration of the Town Council, staff and other speakers.
- 7) **SPECIAL ITEMS OR RECOGNITIONS (Tab 5) (10 minutes)**
 - a) Council Resolutions (Burgess and Coleman)
- 8) **PUBLIC HEARINGS (Tab 6) (Time allotted as needed)**
 - a) Comprehensive Plan "Future Land Use Map" Amendment
 - b) Zoning Map Amendment for Tax Parcel 69-A-46
- 9) **STANDING COMMITTEE/COMMISSION/BOARD REPORTS (Tab 7) (Estimated Time: 20 minutes)**
 - a) Council Committees
 - i) Finance Committee (Coleman)
 - ii) Police Committee (Mattox)
 - iii) Public Works Committee (Ferguson)
 - iv) Utility Committee (Dalton)
 - v) PCB Remediation Alternatives Committee (Higginbotham)
 - b) Others



10) NEW BUSINESS (Tab 8) (Estimated Time: 15 minutes)

- a) Presentation of "Peer Analysis" report (Morgan Allen)
- b) Planning Commission Report/Public Hearing Request

11) UNFINISHED BUSINESS (Tab 9) (Estimated Time: 10 minutes)

12) MANAGER's REPORT (Estimated Time: 5 minutes)

- a) Project Updates (Tab 10)
- b) Reports (Tab 11)
 - i) Departmental
 - ii) Others
- c) Other Items as Necessary
- d) Informational Items (Tab 12)

13) Matters from Town Council

14) CLOSED SESSION

15) Adjournment

Notice to comply with Americans with Disabilities Act: Special assistance is available for disabled persons addressing Town Council. Efforts will be made to provide adaptations or accommodations based on individual needs of qualified individuals with disability, provided that reasonable advance notification has been received by the Town Clerk's Office. For assistance, please contact the Town Clerk's Office, Town of Altavista, 510 Seventh Street, Altavista, VA 24517 or by calling (434) 369-5001.

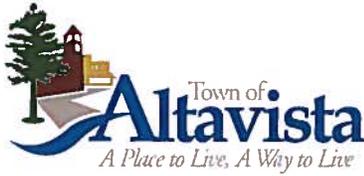
Thank you for taking the time to participate in your Town Council meeting. The Mayor and Members of Council invite and encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.

TOWN COUNCIL AGENDA

The agenda items listed below are not part of the scanned agenda and may be viewed at Town Hall during normal business hours:

- 3) Minutes**
- 4) Check Register**
- 5) Financial Statements**

All other items are included below.



Town of Altavista Town Council Meeting Agenda Form

Town Clerk's Office Use:

Agenda Item #: 7a

Attachment #: Tab 5

Meeting Date: December 11, 2012

Agenda Placement: Special Items or Recognitions

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations), Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Resolutions for Mayor J. R. "Rudy" Burgess and
Vice Mayor Ronald Coleman

Presenter(s): Waverly Coggsdale, Town Manager

SUBJECT HIGHLIGHTS

Resolutions will be presented at the meeting recognizing the service of these two fine gentlemen as they leave their positions on the Altavista Town Council.

Staff recommendation, if applicable: N/A

Action(s) requested or suggested motion(s) Adopt the resolutions.

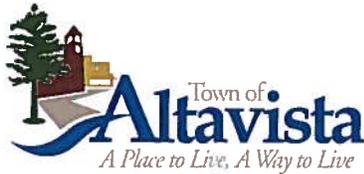
Staff Review Record

Are there exhibits for this agenda item? **NO**

List them in order they appear in the packet

Town Manager initials and/or comments: **jwc**

NOTE: A Town reception to further honor Mayor Burgess and Vice Mayor Coleman will be held on Friday, December 14th, from 4:00 – 6:00 p.m. at the Altavista Train Station.



Town of Altavista Town Council Meeting Agenda Form

Meeting Date: December 11, 2012

Town Clerk's Office Use:

Agenda Item #: 8a

Agenda Placement: Public Hearing

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations), Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Amendment to Comp. Plan Future Land Use Map (PH#1) and Rezoning Request of Tax Parcel 69-A-46 (PH#2).

Presenter(s): Dan Witt, Assistant Town Manager

SUBJECT HIGHLIGHTS

The Town has received a request for a zoning map change for property located adjacent to 101 Edgewood Drive. The applicant is requesting to rezone the property from Multifamily Residential (R-2) to Industrial (M). The parcel is currently vacant and is approximately 8.76 acres in size. The purpose of the request is for the expansion of an existing business, located at 101 Edgewood Drive.

The proposed M (Industrial District) would allow for a variety of residential, office, commercial and industrial uses. The uses allowed in the M (Industrial District) are recognized as uses which are light, moderate, and heavy industrial operations which may create some nuisance effects but not be detrimental to the environment or the surrounding community. The specific intent is to encourage the construction of and the continued use of land for industrial and commercial purposes; limit residential use of the land, prohibit any other use which would substantially interfere with the development, continuation or expansion of commercial and industrial uses in the district.

Following submission of the application, staff reviewed the Comprehensive Plan and noted that the subject parcel as well as the parcel where 101 Edgewood Drive is located is designated as "Mixed Density Residential". Staff submitted this to the Planning Commission and after discussion it was the Commission's consensus that these parcels should have been included in the Comprehensive Plan's Future Land Use Map as Industrial. Accordingly, the Planning Commission directed staff to schedule a hearing for this change.

Accordingly, tonight the Town Council will first consider the amendment of the Town's Comprehensive Plan's Future Land Use Map for the two parcels identified from "Mixed Density Residential" to "Industrial".

Should the Town Council approve the amendment of the Town's Comprehensive Plan "Future Land Use Map", it will then conduct a public hearing to consider the zoning map change of Tax Parcel 69-A-46C from "Multi-family Residential" (R-2) to "Industrial" (M).

Recommendations, if applicable: Planning Commission recommends amendment of the Comp Plan's Future Land Use map as presented and approval of the zone map change as outlined. (Planning Commission report/recommendation attached)

Staff recommendation, if applicable: Approve

Action(s) requested or suggested motion(s):

HOLD PUBLIC HEARING #1 (Comprehensive Plan Amendment):

Accept public comment on the proposed amendment to the Comprehensive Plan's Future Land Use Map.

SUGGESTED MOTION: Motion to amend the 2009 Altavista, Virginia Comprehensive Plan's Future Land Use Map to change parcels 69-A-46A and 69-A-46C from "Mixed Density Residential" to "Industrial"

HOLD PUBLIC HEARING #2 (Zoning Map Change)

Accept public comment on the proposed zoning map change for parcel 69-A-46C, consisting of approximately 8.76 acres from "Multi-family Residential" (R-2) to "Industrial" (M) as submitted by Dale Moore on behalf of MB Properties, LLC.

SUGGESTED MOTION: Motion to approve the zoning map change for parcel 69-A-46C, consisting of approximately 8.76 acres from "Multi-family Residential" (R-2) to "Industrial" (M) as submitted by Dale Moore on behalf of MB Properties, LLC.

Attachments: Yes No

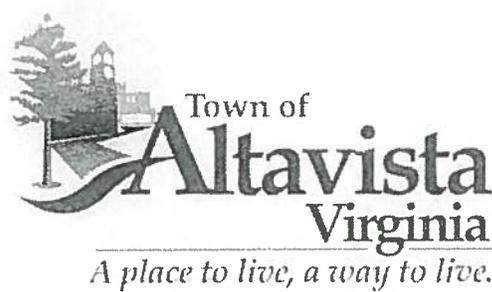
Attachments (in order they appear in packet): 1) *Comprehensive Plan Notice of Public Hearing*; 2) *Planning Commission Agenda Form (Staff Report – PH#1)*; 3) *Planning Commission Report/Recommendation on Comprehensive Plan "Future Land Use Map" amendment (PH#1)*; 4) *Future Land Use Map*; 5) *Rezoning Notice of Public Hearing*; 6) *Planning Commission Agenda Form (Staff Report – PH#2)*; 7) *Planning Commission Report/Recommendation on Rezoning Request (PH#2)*; 8) *Rezoning Application*; and 9) *Maps*

This agenda form has been reviewed by:	Initials	Comments:
Department Head(s) (Applicable):	dnw	Planning & Zoning
Town Manager:	jwc	

Commissioners

Jerry Barbee, Chairman
Tim Wagner, Vice Chairman

Bill Ferguson
Laney Thompson
John Woodson



Town Planning Staff

Dan Witt
Staff Planner

Town of Altavista Planning Commission
510 Seventh Street, PO Box 420
Altavista, VA 24517
(434) 369-5001 phone (434) 369-4369 fax

**Recommendation for Amending the 2009 Altavista, Virginia Comprehensive Plan's
(CP) Future Land Use Map (FLUM)**

The Planning Commission held a public hearing on Monday, November 5, 2012 at its regularly scheduled meeting to consider amending the FLUM's desired land use for two parcels, 69-A-46A and 69-A-46C, of land owned by MB Properties, LLC (Moore's Electric & Mechanical). One of the parcels is currently zoned M (Industrial) and one is zoned R2 (Multifamily Residential). The FLUM shows a future desired use of Medium Density Residential when it should have been shown as Industrial.

At the hearing, no one spoke for or against the change to the CP.

Commissioner Ferguson made the following motion: "I make a motion that the Planning Commission recommends to Town Council an amendment to the 2009 Altavista, Virginia Comprehensive Plan's Future Land Use Map to change parcels 69-A-46A and 69-A-46C from Mixed Density Residential to Industrial."

Commissioner Woodson seconded the motion. All voted in favor with Commissioner Wagner absent.

PLANNING COMMISSION AGENDA FORM

Agenda Item and Number: Comp Plan Amendment- Future Land Use Map #6
(Public Hearings, New Business, Old Business, Staff Report, Permit Related, Citizen request)

Subject Title: Public Hearing Comp Plan Amendment

Meeting Date: November 5, 2012

Action Needed: Hear input from the public, consider any concerns, recommendation to Town Council

Subject Overview

As part of the Comprehensive Plan update a Future Land Use Map (FLUM) was developed. Prior to the development of the FLUM the official Zoning Map was used for both zoning and future use of land. The purpose of the FLUM is to guide the public, the Planning Commission, and Town Council in decisions for land development, economic development, and rezoning requests. The FLUM presents a generalized overview of desired land use locations within the town.

When the FLUM was developed, with its 10 future land use categories, an oversight occurred for properties located on Edgewood Avenue. Property owned by MB Properties, LLC (commonly known as Moore's Electric & Mechanical) zoned Industrial (M) was designated as Mixed Density Residential on the FLUM. This block of land should have been represented as Industrial.

Staff Recommendations, if applicable

Staff recognized this oversight and brought it to the Planning Commission's attention at a previous meeting. The Planning Commission agreed, by consensus, that the Comp Plan's, FLUM should be corrected.

Suggested / Required Action or Suggested Motion(s)

"I make a motion that the Planning Commission recommends to Town Council an amendment to the 2009 Altavista, Virginia Comprehensive Plan's Future Land Use Map to change parcels 69-A-46A and 69-A-46C from Mixed Density Residential to Industrial.

ALTAVISTA PLANNING COMMISSION

NOTICE OF PUBLIC HEARINGS

1. AMENDMENTS TO THE COMPREHENSIVE PLAN'S FUTURE LAND USE MAP
2. CONSIDERATION OF REZONING OF TAX PARCEL 69-A-46

The Altavista Planning Commission will hold two public hearings on Monday, November 5, 2012 at 5:00 PM in the Council Room of the Altavista Municipal Building, 510 Seventh Street. The purpose of the first public hearing is to consider a proposed amendment to the Town's Comprehensive Plan Future Land Use Map (FLUM) as follows:

1. **6.25 acre parcel known as 101 Edgewood Avenue (Tax Parcel 69-A-46A).** The FLUM shows the parcel as Medium Density Residential for future development and the parcel should have been shown as Industrial. The Planning Commission is proposing to amend the FLUM to show this change and to make the FLUM as amended a part of the Altavista Comprehensive Plan of 2009.

2. **8.76 acre parcel fronting on Toddsbury Road bordering on Parcel No. 1 (Tax Parcel 69-A-46C).** The FLUM shows the parcel as a part of the Medium Density Residential for future development and the parcel should have been shown as Industrial. The Planning Commission is proposing to amend the FLUM to show this change and to make the FLUM as amended a part of the Altavista Comprehensive Plan of 2009.

3. The purpose of the second public hearing is to consider a rezoning request by MB Properties, LLC to have **Parcel 69-A-46C** rezoned from its current zoning R-2 Multi-family Residential to Industrial (M). This parcel is adjacent to Parcel 69-A-46A also owned by MB Properties, LLC which is the site of Moore's Electric.

A copy of the proposed amended FLUM and a copy of the Ordinance which would put the amendment into effect may be viewed during regular business hours in the Altavista Municipal Building. A copy is also available on the Town of Altavista website, www.ci.altavista.va.us, in the "About Altavista" section.

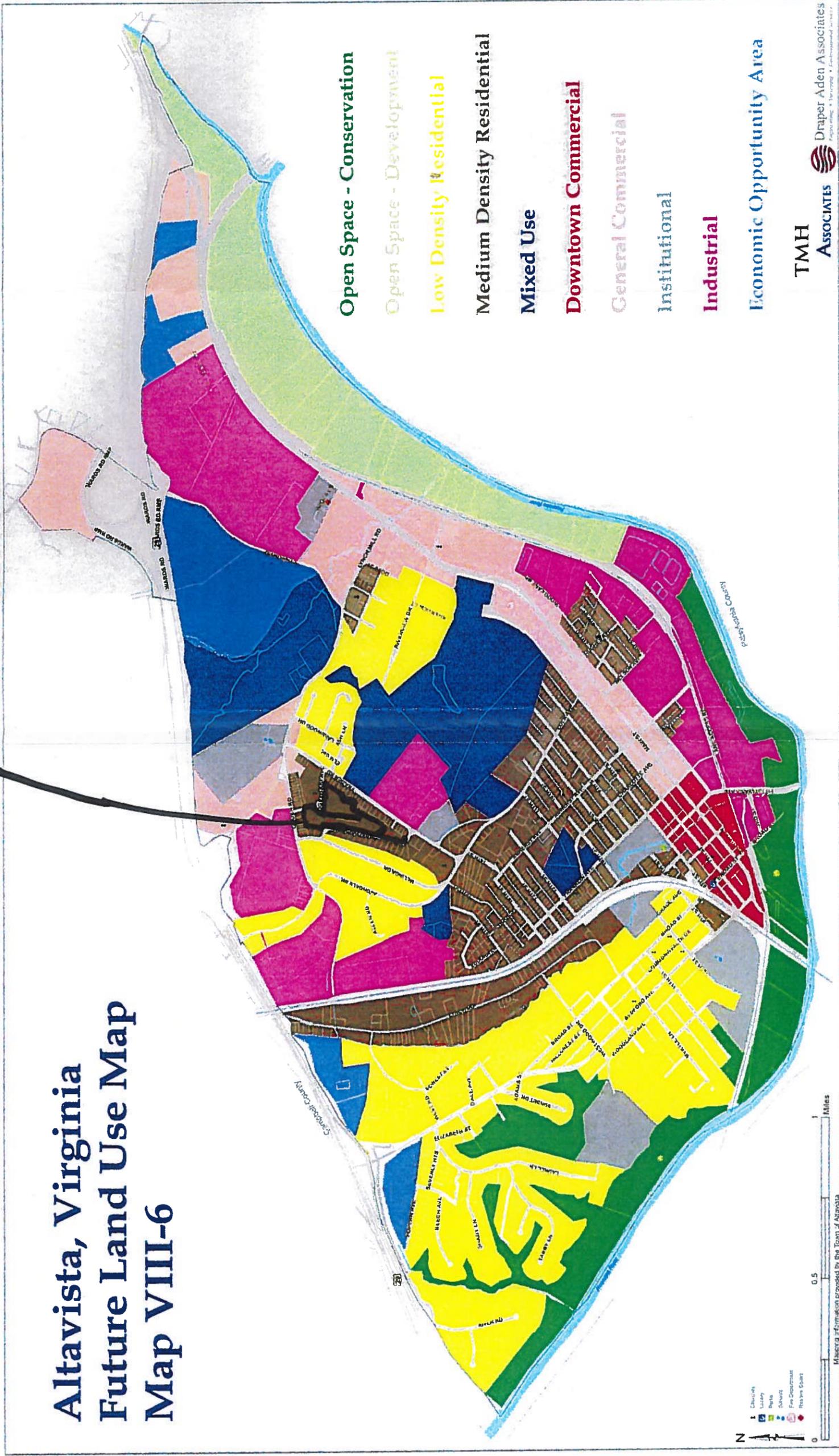
A copy of the application submitted by MB Properties, LLC is also available at Town Hall.

The public and all interested parties are invited to attend this public hearing to make their views known on these proposed amendments to the FLUM and rezoning application. The Town of Altavista does not discriminate on the basis of handicap status in admission or access to its programs or activities. Accommodations will be made to handicapped persons upon prior request by contacting Town Hall at (434) 369-5001.

Daniel Witt
Assistant Town Manager

Change From Medium Density Residential to Industrial

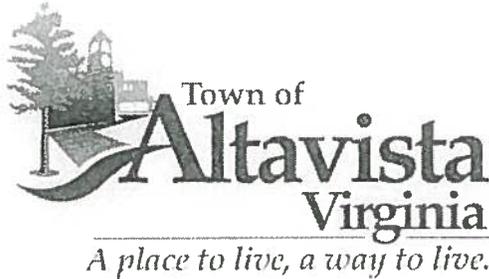
Altavista, Virginia Future Land Use Map Map VIII-6



Commissioners

Jerry Barbee, Chairman
Tim Wagner, Vice Chairman

Bill Ferguson
Laney Thompson
John Woodson



Town Planning Staff

Dan Witt
Staff Planner

Town of Altavista Planning Commission
510 Seventh Street, PO Box 420
Altavista, VA 24517
(434) 369-5001 phone (434) 369-4369 fax

**Recommendation for rezoning request by MB Properties, LLC for parcel 69-A-46C,
an 8.76 acre tract of land, situated directly behind 101 Edgewood Avenue (Moore's
Electrical and Mechanical)**

The Planning Commission held a public hearing on Monday, November 5, 2012 at its regularly scheduled meeting to consider an application submitted by Dale Moore on behalf of MB Properties, LLC to rezone parcel 69-A-46C from R2, Multifamily Residential to Industrial (M). The purpose of the rezoning is so that Moore's Electrical and Mechanical can expand their business.

At the hearing, no one spoke for or against the rezoning request.

Commissioner Ferguson made the following motion: "I make a motion that the Planning Commission recommends to Town Council approval of the rezoning request by MB Properties, LLC for Parcel 69-A-46C from R-2 to M."

Commissioner Thompson seconded the motion. All voted in favor with Commissioner Wagner absent.

PLANNING COMMISSION AGENDA FORM

Agenda Item and Number: MB Properties, LLC Rezoning Application #7
(Public Hearings, New Business, Old Business, Staff Report, Permit Related, Citizen request)

Subject Title: Public Hearing Rezoning Application

Meeting Date: November 5, 2012

Action Needed: Hear input from the public, consider any concerns, recommendation to Town Council

Subject Overview

MB Properties, LLC owns two parcels of land on Edgewood Avenue, 101 Edgewood Avenue (Parcel 69-A-46A), a 6.25 acre tract and Parcel 69-A-46C, an 8.76 acre tract that also borders Toddsbury Road. Currently, 101 Edgewood Avenue, the physical location of Moore's Electrical and Mechanical is zoned Industrial (M). The business needs additional space for expansion of its business.

However, the adjacent parcel, 69-A-46C is currently zoned R-2, multi-family residential, which prohibits the expansion of the business onto that parcel.

As you consider this application there are several questions that are important to ask yourself and consider:

1. What does the Comprehensive Plan say?

Comprehensive Plan: The Future Land Use Map (FLUM) developed as part of the 2009 Comprehensive Plan update allows that this rezoning may be considered. The FLUM indicates a desired 'future' industrial use for this parcel. The Comp Plan defines industrial as "areas which are now occupied by industrial uses but are suitable for future industrial development due to their location, topography, and/or access to rail or major highways. Many of the areas designated industrial are located within flood prone areas; thus future development of these properties must be elevated above the 100 year flood elevation or flood proofed."

2. How could approval of this application affect the geographical area?

Buffers: There is always a concern when an industry adjoins or is adjacent to residentially zoned property, which is the case should this parcel be rezoned. This is a legitimate concern as industrial uses tend to be much more intense and can negatively impact neighborhoods.

The recently adopted Zoning Ordinance contains requirements for buffers and offers two options for buffers that would apply to the entire border, except where it adjoins the parcel at 101 Edgewood Avenue.

1. *15-foot buffer yard with one row of large evergreen trees and one row of small evergreen trees.*
2. *25-foot buffer yard with one row of small evergreen trees*

A third option provided by the code encourages the use of existing wooded areas as required buffers.

3. Is there adequate and safe ingress and egress to meet the needs of the property being rezoned? What might be the impact of additional industrial traffic?

Ingress and Egress to Moore's Electrical and Mechanical is via Edgewood Avenue which then intersects with Frazier Road. Also located on Edgewood Avenue is the Baptist Tabernacle Church. A second industry, Schrader Bridgeport, is on Frazier Road along with a nursing home and radio station; with the balance properties either single family or multifamily. At the intersection of Frazier Road and Lynch Mill Road is the Elementary School and E&S Mart.

Staff Recommendations, if applicable

The Comp Plan and Zoning Ordinance each provide opportunities for approval of this request. The CP FLUM guides for future planning while the ZO provides protection for the surrounding residential properties. The impact of potential additional truck and/or industrial traffic would be hard to predict.

Suggested / Required Action or Suggested Motion(s)

"I make a motion that the Planning Commission recommends to Town Council approval of the rezoning request by MB Properties, LLC for Parcel 69-A-46C from R-2 to M."

"I make a motion that the Planning Commission recommends to Town Council denial of the rezoning request by MB Properties, LLC for Parcel 69-A-46C from R-2 to M."

ALTAVISTA TOWN COUNCIL

NOTICE OF PUBLIC HEARINGS

1. AMENDMENT TO THE COMPREHENSIVE PLAN'S FUTURE LAND USE MAP
2. CONSIDERATION OF REZONING OF TAX PARCEL 69-A-46C

The Altavista Town Council will hold two public hearings on Tuesday, December 11, 2012 at 7:00 PM in the Council Room of the Altavista Municipal Building, 510 Seventh Street. The purpose of the first public hearing is to consider a proposed amendment to the Town's Comprehensive Plan Future Land Use Map (FLUM) as follows:

1a. 6.25 acre parcel known as 101 Edgewood Avenue (Tax Parcel 69-A-46A). The FLUM shows the parcel as Medium Density Residential for future development and the parcel should have been shown as Industrial. The Planning Commission is proposing to amend the FLUM to show this change and to make the FLUM as amended a part of the Altavista Comprehensive Plan of 2009.

1b. 8.76 acre parcel fronting on Toddsbury Road bordering on Parcel No. 1 (Tax Parcel 69-A-46C). The FLUM shows the parcel as a part of the Medium Density Residential for future development and the parcel should have been shown as Industrial. The Planning Commission has recommended amending the FLUM to show this change and to make the FLUM, as amended, a part of the Altavista Comprehensive Plan of 2009.

2. The purpose of the second public hearing is to consider a rezoning request by MB Properties, LLC to have **Parcel 69-A-46C** rezoned from its current zoning R-2 Multi-family Residential to Industrial (M). This parcel is adjacent to Parcel 69-A-46A also owned by MB Properties, LLC which is the site of Moore's Electric.

A copy of the proposed amended FLUM and a copy of the Resolution of Council, which would put the amendment into effect, may be viewed during regular business hours in the Altavista Municipal Building. A copy is also available on the Town of Altavista website, www.ci.altavista.va.us, in the "About Altavista" section.

A copy of the application submitted by MB Properties, LLC is also available at Town Hall.

The public and all interested parties are invited to attend this public hearing to make their views known on these proposed amendments to the FLUM and rezoning application. The Town of Altavista does not discriminate on the basis of handicap status in admission or access to its programs or activities. Accommodations will be made to handicapped persons upon prior request by contacting Town Hall at (434) 369-5001.

Waverly Coggsdale
Town Manager

OFFICE USE ONLY
App. # <u>001-012</u>
FEE PAID: <u>400</u>
DATE: <u>10-4-12</u>

TOWN OF ALTAVISTA

APPLICATION FOR REZONING

This application and accompanying information must be submitted in full before the request for a zoning change can be referred to the Planning Commission and Town Council for consideration. Please contact the Zoning Department at (434) 369-5001 for application and deadline or questions.

Request is hereby made by the principle officer of applicant or undersigned owner of the below listed property for consideration of a zoning change as provided for in Section 86-33 of The Code of the Town of Altavista, Virginia 2002.

Applicant Information

Name: A. Dale Moore Phone Number: 434-444-0234
Address: 101 Edgewood Lane Altavista

Property Information

Property Owner(s): M B Property Phone Number: 434-309-2523
Property Address or Location: 101 Edgewood Lane
Parcel ID Number: 69-A-46C
Present Zoning District: R2
Requested Change in Zoning: M

Purpose of Request

Description for the requested zoning change and proposed use:
Change to Industrial use for the expansion of Moore's Electrical + Mechanical

Please demonstrate how the proposed change and use will be in harmony with the purposes of the adjoining and adjacent district(s).

(Use separate pages if additional space is required)

Please demonstrate how there will be no undue adverse impacts on the surrounding neighborhood or adjacent zoning district in terms of public health, safety, or general welfare, and show the measures to be taken to achieve such goals.

There is adequate buffer between
Residential we shall remain that way

(Use separate pages if additional space is required)

The following items must accompany this application:

1. The written consent of the owner or agent for the owner (only if the applicant is not the owner). If the applicant is the contract purchaser, the written consent of the owner is required.
2. One copy of a site plan for the property showing the lot, structures, site improvements, parking areas and spaces, and any other information necessary to determine the ability to meet the Zoning Ordinance site development standards, use and design standards, and physical compatibility with the neighborhood or adjacent zoning district.
3. Vicinity map (may be included on the site plan).
4. Fee of \$400 for zoning change application to be applied to the cost of advertising, administrative expense, first class postage, appropriate signage, and processing this application. Please make your check or money order payable to the **TOWN OF ALTAVISTA.**
5. Any item submitted that is greater than 11"x 17" paper size or in color, as deemed necessary as by the applicant, requires twenty-five (25) copies.

Signature of Applicant: _____

A. De Mue

Date: _____

10-4-12

Start Over Zoom In Zoom Out Pan Next Map Last Map Select Box Select Poly Clear Identify Measure Print Help

Information	Layers	Legend	Find	Results
Selection Results		Feature Details		
2 Features Found				
Export feature set to Excel				
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PIN	69 A 46C			
LANDMARKETVALUE	104300			
IMPROVEMENTMARKETVALUE	0			
PROPERTYCLASS	2			
TAXDISTRICTNUMBER	60			
LEGALDESC1				
NAME1	M B PROPERTIES LLC			
NAME2				
MAILINGADDRESS	1623 PEERMAN SCHOOL RD			
MAILINGCITY	AL TAVISTA			

Campbell County - Contact Us

Zoom In 0.1 0.2 0.3 0.5 1 2 5 10 15 20 30 50 100 200 500 Zoom Out

* Lot 46A is Original Moore's property

Lot 46C parcels needing rezoned to industrial use

Start Over Zoom In Zoom Out Pan Next Map Last Map Select Box Select Poly Clear Identify Measure Print Help

Information Layers Legend Find Results

Selection Results Feature Details

2 Features Found
Export feature set to Excel

Parcels: 69 A 46A

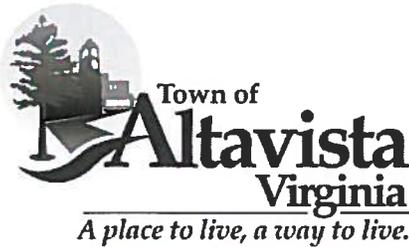
Parcels: 69 A 46C

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IMPROVEMENTMARKETVALUE	0
PROPERTYCLASS	2
TAXDISTRICTNUMBER	60
LEGALDESC1	
NAME1	M B PROPERTIES LLC
NAME2	
MAILINGADDRESS	1623 PEERMAN SCHOOL RD
MAILINGCITY	AL TAVISTA

Campbell County - Contact Us

Zoom In 0.1 0.2 0.3 0.5 1 2 5 10 15 20 30 50 100 200 500 Zoom Out

LOT 46 C



FINANCE COMMITTEE REPORT



The Finance Committee met on Tuesday, December 4, 2012 to discuss items that had been placed on their agenda. The following items are submitted for Council's consideration:

I: Avoca Board of Director's Request (*No Action Requested, at this time*)

The Finance Committee reviewed the request of the Avoca Board of Directors in regard to the town resuming the VRS contribution and health and dental insurance for the full time position of Avoca's Executive Director position. The part-time position would also be considered a town position but would not be eligible for VRS or health/dental insurance coverage. The Committee has asked that staff further investigate the issues related to such request and see if there are other communities that have a similar relationship with a non-profit (501 (c) 3 organization. (Attachment: Staff memo; and Avoca's letter)

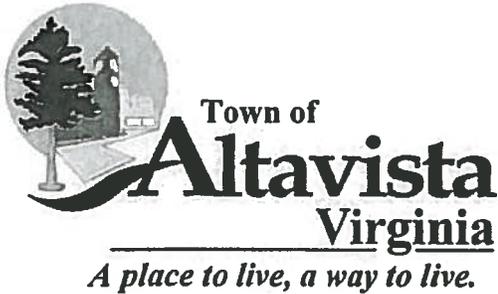
II: Water Bill Adjustment Request – 1630 Melinda Drive (*Action Requested*)

The Finance Committee reviewed the request of Ms. Wanda Childress (1630 Melinda Drive) regarding a water leak and a subsequent utility bill adjustment. Ms. Childress is requesting a second adjustment due to the leak spanning two billing periods and the inability to get a contractor to fix the problem in a timely manner. Per the Town's policy, staff is only authorized to grant one utility bill adjustment per calendar year. Accordingly, Ms. Childress is seeking Council's consideration of the second adjustment. The Finance Committee discussed and recommends adhering to the existing policy and not granting the second adjustment.

Possible Motion/Action: *"I move that the request for a second utility bill adjustment for 1630 Melinda Drive be denied."*

Members Present: Mattox and Coleman

Item II a.



P.O. Box 420
510 Seventh Street
Altavista, VA 24517
Phone (434) 369-5001
Fax (434) 369-4369

DATE: December 4, 2012
MEMO TO: Finance Committee
FROM: Tobie Shelton
RE: Request from Avoca's Board of Directors

In a letter I received from Frank Murray, Executive Director at Avoca as well as in a meeting with Mr. Murray on November 20, 2012, I was asked to notify Council of Mr. Murray's upcoming retirement as well as Avoca's Board request to return the two positions at Avoca, Executive Director and Education Director (part-time) to town positions. A copy of Mr. Murray's letter dated November 13, 2012 is attached.

A brief history:

In 1999, the Avoca Historical Society approached the Town asking to include the two positions at Avoca under the Town's umbrella, with AVOCA paying the amount of the salaries and the Town would provide health insurance, retirement and FICA for the full-time employee and FICA for the part time employee. Council approved this request. In August 2006, Avoca's Board of Directors requested the two positions at Avoca be removed from the Town's umbrella. Council approved this request as well as deciding to contribute \$10,000.00 annually to Avoca to offset expenses associated with benefits.

Mr. Murray stated he or a member of Avoca's Board of Directors would be glad to discuss the request at an upcoming Finance Committee meeting or Council meeting.

Avoca  Museum

Ms. Tobie Shelton
P.O. Box 420
Altavista, VA. 24517

November 13, 2012

Dear Tobie,

On behalf of Avoca Museum's Board of Directors, I would appreciate you notifying the appropriate personnel concerning my upcoming retirement and request the town return the positions of Executive Director and Education Director (part time) to town positions. A brief explanation of why the position was temporarily deleted as a town position is that I could not collect my VRS benefit while remaining an employee of the town. As a result Avoca paid for benefits that had traditionally been paid by the Town of Altavista and the town contributed \$10,000.00 annually to offset these expenses. In F/Y 2011 it was almost an exact wash. These items included:

- * employer share of FICA
- * workers comp premiums
- * payroll services provided by HCI-EBS (check writing for payroll, handling of taxes, etc.)
- * health and dental insurance for director (only full time position)

The town paid Avoca \$10,000.00 to cover these expenses and but discontinued making VRS contributions. I believe a large portion of VRS contributions will be offset by reduced insurance costs resulting from group rates as opposed to private rates.

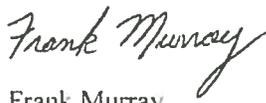
Avoca's board is requesting the town resume the VRS contribution and health and dental insurance, as it does other employees. Again, this only applies to the position of Executive Director as the other position is part time. As in the past, the town would write the check for our two employees and Avoca would reimburse the town for the face value of these checks. Avoca employees will follow all town guidelines, except the Director's sick days will be limited to a maximum of 25 days.

The only additional expense the town will incur by honoring this request will be the VRS contribution. We feel Avoca has proved itself an asset to the community and the VRS benefit and insurance will be a positive factor in hiring a qualified replacement to the current director.

Unlike many retirees, I cannot tell you my exact date of retirement as it will be dictated by circumstances out of my control. My intention is to retire at the end of September 2013, but it could extend no later than March 2014. I know budgets have to be prepared, hence this early notification.

Thank you for your consideration and I will make myself available should you have questions and will call soon to meet with Tobie.

Sincerely,



Frank Murray

Avoca Museum and Historical Society
501 (c)3 organization

1514 Main Street • Altavista, Virginia 24517 • Phone: 434-369-1076 • Fax: 434-369-1077 • www.avocamuseum.org

1630 Melinda Drive
Altavista, VA
November 27, 2012

Item II b:

Town of Altavista
7th Street
Altavista, VA

Attention: Mr. Waverly Coggsdale

Reference: Water Bill for October 2012

Dear Mr. Coggsdale:

I appreciate the assistance I have received from both yourself and Tobie Shelton concerning the referenced water bill.

Our town policy states that a customer can only receive one adjustment per year; however, I would like to list details of the water leak at my home and am requesting an additional adjustment on my current October bill.

1. June 22, Mr. Vernon Brown notified my son of the excessive water bill indicating there was a leak at our home. I was in Daytona, FL; however, my son did call me. I in turn called my mother Mrs. Dot Shelton that resides at 1603 Melinda Drive – to find someone to do the repair.
2. Mr. Neal Gibson was contacted by my mother– he came and met her at my home and said he would repair the next week. At the end of that next week – after calling him several times he notified me that he could not do the repair due to an employee being on vacation. My mom went to the Town office to advise them of this delay due to Mr. Gibson advising he would not do the repair.
3. Butch Eades - a repairman was referred to me came over to access the damage and advised after a day or so that he was unable to do the repair.
4. Donald Miller – a repairman was referred to me and came over to investigate the leak and advised he was unable to fix.
5. Chad Nichols – a repairman came over and looked and said he could repair. He had to put me in line for the repair as he had other customers in front of me.

I apologize but I do not remember the exact dates of contacting the above gentlemen ; however my mother and myself were diligent in our efforts to locate a repairman and have the leak repaired.

Mr. Nichols worked for 3 days on the repair and it was completed on July 22, 2012.

The first adjustment covered water consumption March 21 through June 20. At which time I had just known about the leak for 2 days. The total amount of the July bill was \$301.96. An adjustment was made in the amount of \$265.39 for which I am truly thankful.

My current October bill is \$207.86 and is for consumption for June 21 through September 26.

I paid \$50.00 towards this bill and would appreciate your consideration for an additional adjustment due to the leak occurring at the end of one billing cycle and at the beginning of another one.

If you have questions or need additional information, please feel free to contact me.

Again, thanks for the kind assistance I have received from yourself and Ms. Shelton.

Kind Regards,

Wanda L. Childress

Wanda L. Childress

Work Phone – 434-455-7785

Cell Phone – 434-660-6917

Home Phone – 434-369-6917

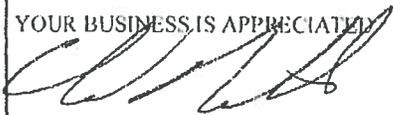
Nichols Bobcat Service
 13705 Rockford School Rd
 Hurt, VA 24563

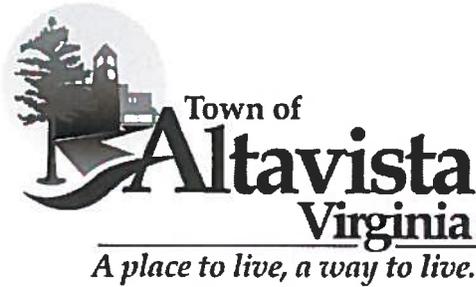
Invoice

Date	Invoice #
7/22/2012	908

Bill To
WANDA CHILDRRESS 1630 MELINDA DR. ALTAVISTA, VA 24517

P.O. No.	Terms	Project
WATERLINE	Net 30	

Quantity	Description	Rate	Amount
1	MATERIALS USED TO INSTALL NEW WATERLINE FROM WATER METER AT STREET TO HOUSE. MATERIALS USED INSIDE TO CONNECT TO EXISTING COPPER LINES. INSTALLED CUT OFF VALVE IN BASEMENT AND INSTALLED 2" PVC PIPE TO BE USED AS A SLEEVE IN AREA WHERE ROCK WAS IN DITCH.	157.20	157.20
8	EQUIPMENT AND LABOR CHARGES TO EXCAVATE DITCH FOR NEW WATERLINE. INSTALLING WATERLINE, MAKING ALL CONNECTIONS INSIDE AND OUTSIDE OF HOUSE AND BACKFILLING DITCHLINE ONCE ALL MATERIALS WERE INSTALLED.	80.00	640.00
YOUR BUSINESS IS APPRECIATED  CHAD NICHOLS			
		Total	\$797.20



PUBLIC WORKS COMMITTEE REPORT



The Public Works Committee met on Wednesday, November 28, 2012 to discuss items on their agenda. Below is an update on items discussed:

- A: 5th Street and Charlotte Avenue dip and drainage issue: Last month at the Council meeting, staff provided list of options in regard to solutions of the dip in the road at the intersection of 5th Street and Charlotte Avenue, as well as potential drainage issues. These options either dealt with one or both of the issues on a short and long term basis. After discussion the item was referred back to the Public Works Committee for further review.

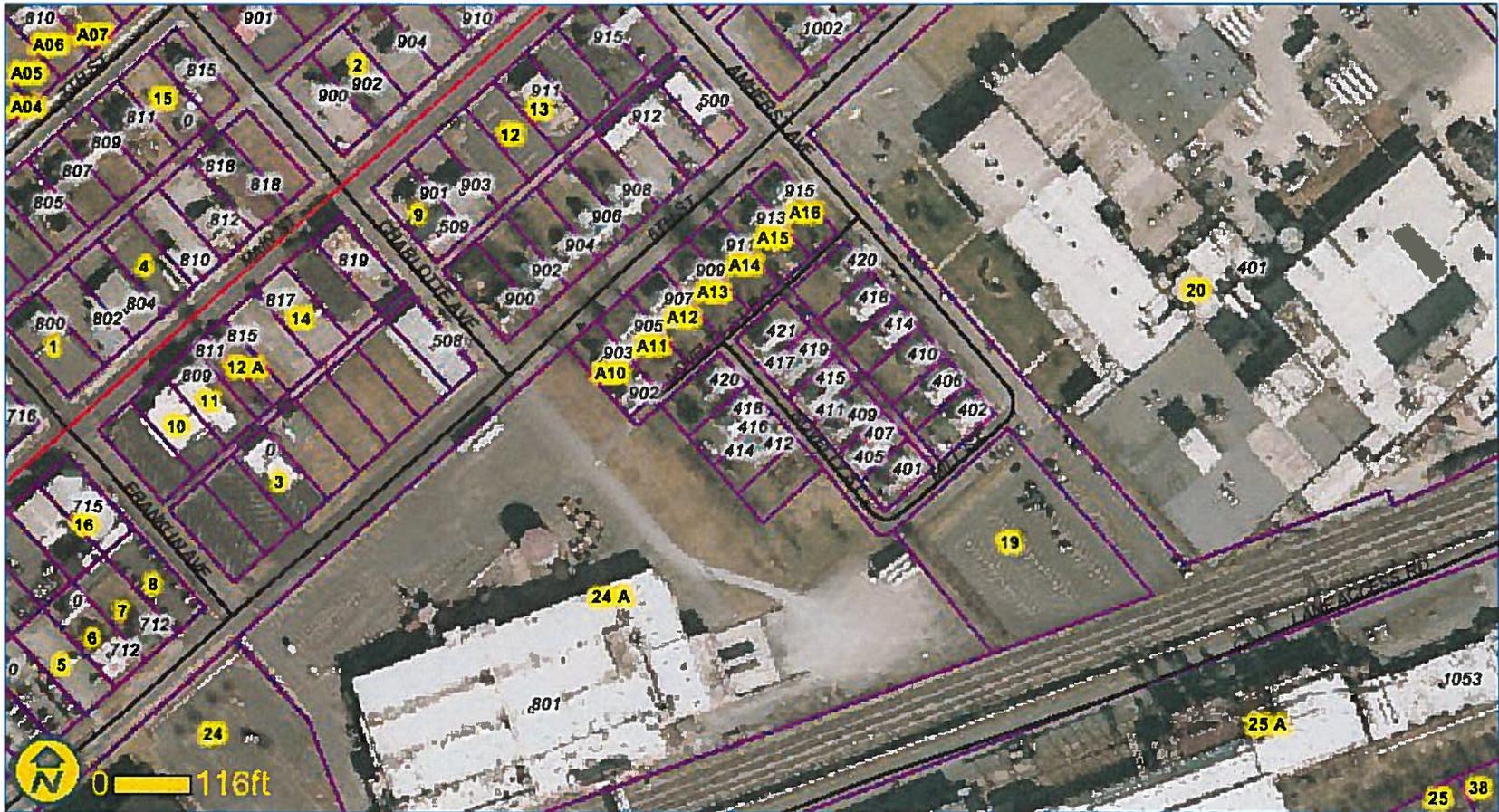
At the November 28th Public Works Committee meeting, the Committee reviewed an additional proposal that had been reviewed by Jay Higginbotham and staff. The proposal would involve the design and installation of a storm water system along Novelty Street across private property (easement required) and along 5th Street to its intersection at Charlotte Avenue. This particular proposal would serve as a permanent solution for the existing issue at the intersection and could be expanded upon in the future to address storm water in the general area.

ACTION REQUESTED: Consensus of Council to pursue the option as stated above and develop a cost for consideration. If consensus is not reached on the option above, then staff would need additional direction from the full Council on this issue.

- B: Leonard Coleman Memorial Park - plaque: Staff has worked with the family in regard to the wording on the plaque that is proposed for the park. A copy of the wording is attached for your review. Staff has suggested that a rock, similar to those at other parks, be utilized as the location for the installation of the plaque and the area be landscaped. Staff is awaiting the price quote for the plaque. **(ACTION PER DISCUSSION)**

- C: Senior Softball field request: Staff updated the Committee on their meeting with Senior Softball representatives regarding a request to re-orientate the existing ball field at English Park. The Committee discussed the request and recommends that no changes in regard to the field's orientation be made. (Staff is working on relocating the backstop at this field to better serve the users.)

ACTION REQUESTED: Consensus of Council to accept Committee's recommendation.



Map showing area of 5th Street and Charlotte Avenue

Memorandum

ORIGINALLY SUBMITTED
AT NOVEMBER 13TH TOWN
COUNCIL MEETING

To: J. Waverly Coggsdale, III, Town Manager
From: John G. Tomlin, Public Works Director
Date: November 13, 2012
Subject: 5th Street & Charlotte Avenue Dip

As per Council's request, I have reviewed the above situation and have found it to be somewhat more complex than originally thought. Discussion with a property owner and thru our own knowledge, ponding water along the alley is a problem as well. Due to the relatively flat grades, just installing a pipe in the dip and paving over it is not practical nor would it resolve the ponding water issue. Also proper size pipe would create a hump in the pavement thus being just the opposite of the dip. I have looked at numerous options and they are listed below with pro's and con's and estimated costs if available:

1. Concrete trench drain with steel grate top. This could be installed by Town staff without the need of contractors, however, other utilities (gas and or water) may need to be moved to accommodate installation. An excavation would have to be performed before this could be deemed a viable option. This would only solve the dip issue. \$?
2. Install a grate on the southern side of Charlotte Avenue and pipe it across 5th Street and into a drop inlet in the parking lot of BGF. We would then be able to fill in the dip with asphalt eliminating the dip. This property is owned by Schwarz & Schwarz and would require an easement. This would be the most economical long term solution provided an easement could be reasonably obtained. At this time, we have not determined size/s of the discharge line to determine if it could handle the additional flows. It discharges eventually on the Pittsylvania Avenue storm system which is inadequate during periods of heavy or long storm events. It has not been determined if this additional influx of water would cause a problem with the current system if Pittsylvania Avenue could not accept any additional flow. This would only solve the dip issue. \$12,000 Excluding any costs for easement.
3. Install a grate on the southern side of Charlotte Avenue and pipe it into the sewer line. This in my opinion should only be a temporary solution while allowing for a more comprehensive study by an engineering firm to determine the most practical remedy to the whole problem in that area and not just the dip in the roads. This would be even more economical than option 2 but as stated above should only be deemed as temporary. The impact on the wastewater treatment plant due to increased flows would be negligible; however, this would open up the wastewater treatment plant to any and all substances discharged into the grate or street that could have a detrimental effect on the organisms in the plant. If there were some type of major hazards spill in this area, the organisms in the plant could be wiped out. This would only solve the dip issue but if it were only temporary, it wouldn't matter. \$3,500
4. Install a grate on the southern side of Charlotte Avenue and pipe it to Pittsylvania Avenue. This would be costly due to the length of the run, depth of the excavation and may not prove totally viable due to the fact that the storm water system of Pittsylvania Avenue is already inadequate during periods of heavy or long storm events. If the Pittsylvania Avenue system is already full, the

water backed up in this new pipe could cause flooding at 5th and Charlotte that doesn't currently happen because it travels thru the dip between the two roads. \$50,000

5. Contract with an engineering firm to perform a storm water study for the whole area that would include current ponding water in the alley. This would include construction of any storm system deemed necessary by the engineer. While this would ultimately be the most expensive of all the options, it would provide a long term permanent solution and resolve numerous issues and not just the dip in the road. \$?

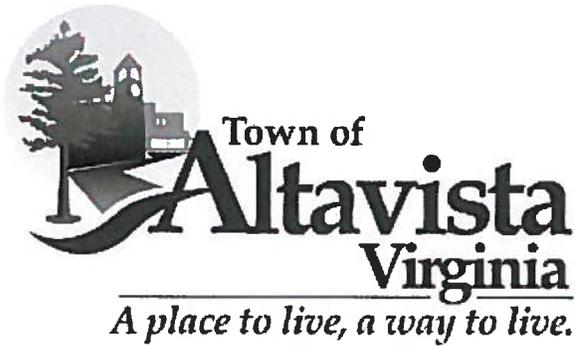
At the request of Councilman Higginbotham during a Public Works Committee meeting, staff has evaluated the size and condition of the storm water system along Amherst Avenue. This piping system currently has a mixture of vitrified clay pipe (VCP) and corrugated metal pipe (CMP). All of this is in very poor condition with sections of the CMP actually missing the bottom due to rust and abrasion. There is also a large volume of stone/debris in these pipes not allowing for CCTV inspection. Staff does not believe these pipes would be viable to utilize with any additional storm system due to the condition as well as the elevation. They are very shallow and in certain areas where they go under the BGF building, the top is actually exposed.

If you should require any additional information, please do not hesitate contacting me.

LEONARD COLEMAN MEMORIAL PARK

This park is dedicated in the memory of Leonard Coleman (1924 – 2010) who was the first elected African-American in Altavista's History to serve on Town Council from 1980 – 1996 and as the Vice-Mayor from 1992 – 1996. Mr. Coleman was a WWII Veteran, employee of the U.S. Postal Service, local entrepreneur, a lifelong community service activist, and a loving Husband and Father.

In 1987, he was named the Altavista Chamber of Commerce's "Citizen of the Year".



UTILITY COMMITTEE REPORT



The Utility Committee met on Monday, December 3, 2012 to discuss several items, listed below:

I: Utility Agreement Discussion

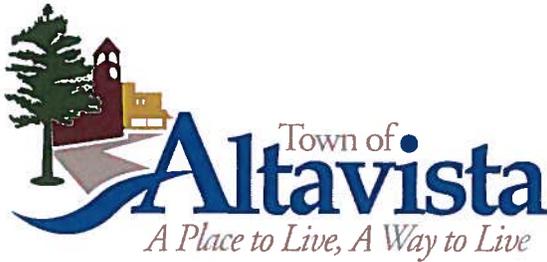
The Committee continued their previous discussions regarding potential utility agreements. Staff has been directed to provide the committee with several documents for review.

NO ACTION NEEDED

II: Habitat Utility Extension Request

The Committee discussed the utility extension request and based on the proposed area being on a long range plan to address the undersized water lines in this area, an extension at this time is not feasible. Staff will advise Habitat of the future proposed improvements for the 4th Street location and recommend that use of these lots postponed until the proposed project is complete (date unknown).

CONCURRENCE OF COUNCIL



NEW BUSINESS

TO: Utility Committee

FROM: Waverly Coggsdale, Town Manager

RE: Utility Agreement Discussions with Campbell County and CCUSA

DATE: October 30, 2012

Recently, David Laurrell (Campbell County Administrator), Mike Damron (CCUSA Executive Director) and myself met to reenage the conversation regarding a possible Utility Agreement between the Town of Altavista, Campbell County and CCUSA. Utilizing the previous discussions from a year or so ago as the beginning point, the conversation focused on larger items of mutual interest. Primarily, these would be areas that could be served; method of service; and mutual benefit to each group.

The key components are:

- Defined Area to Be Served (per previous discussions)
- Residential Customers
 - New residential areas – Town would provide water. Area would become part of town via Boundary Line Adjustment.
- Commercial/Retail
 - If Town extends service to site, the user would be the Town's customer and 50/50 Revenue Sharing Agreement would be adopted.
- Industrial
 - If Town extends service to site, the user would be the Town's customer and a 75/25 Revenue Sharing Agreement would be adopted.
- Agreements
 - Altavista Commons Shopping Center
 - All would become Town customers
 - CCUSA would bill us at agreement rate (currently cost +10%)
 - Town would bill customers. (Look at "special rate" for this area.)

- Town purchase 500,000 gallons (668 hcf) per week (CCUSA currently sells water to Appomattox County for \$1.37/hcf. (Annual estimated cost: \$47,600.)
- Dearing Ford Tank
 - Necessity of the tank has been reviewed. Based on a review by WW Associates, the tank is deemed unnecessary for the Town's operations. Campbell County has expressed a desire to disassemble the tank, which needs maintenance at this time.
- Wastewater Capacity
 - 300,000 gallons

If the Town is truly interested in developing a Utility Agreement with Campbell County and CCUSA, these are the issues that need to be considered and agreed upon. At this point staff has had a conversation and would submit these items as a basis for conversations. It is my understanding that in the past, these were items that the Campbell County Board of Supervisors had basically agreed to in principal.

NEW BUSINESS

HABITAT FOR HUMANITY UTILILTY EXTENSION REQUEST

Recently Habitat for Humanity approached the Town in regard to water service to property at the northernmost end of 4th Street that they were considering for purchase. Currently, the portion of 4th Street from Hughes Avenue is served by 2" galvanized steel pipe, but it does not extend to the property that Habitat is considering. Due to the existing water line being old 2" galvanized steel, extension to the proposed property would not be feasible from the existing line.

Per the Water Asset Management Plan, Hughes Avenue and 4th Street would be included in Project 5 (estimated project date of 2015). Staff has worked up a proposal that would install a portion of Project 5 that would address this portion of 4th Street, the estimated cost is 92,181. This would involve installation of an 8" line that would also address fire protection issues in this area.

In addition, the staff looked at an option to extend a 2" line from an existing 10" line on 5th Street to the rear of the property that Habitat is considering for purchase. Based on past project contract prices it is estimated that this extension to the rear of the property could cost between \$8,000 – \$10,000.

Based on the area being identified in the Water Asset Plan, staff would recommend against the temporary extension from 5th Street. In addition, it would be staff's recommendation that this project be considered with the remaining utility infrastructure projects before moving forward.

WWTP PCB Bio-Remediation Alternatives Committee

The PCB Committee conducted a Work Session on Friday, November 9, 2012. Attached are draft notes from that meeting (PCB Committee has not approved these notes).

The Town of Altavista PCB Committee held a work session on November 9, 2012 at 8:00 a.m. at the Altavista Train Station.

Committee Members Present: Jay Higginbotham, Chair
Charles Edwards
Steve Bond
Waverly Coggsdale

Others Present: Steve Rock, USEPA
Dr. Kevin Sowers, University of Maryland-Baltimore County
Russ Van Wyk, BioMarine Remediation representative
John Richards, BioMarine Remediation representative
Charlie Murphy, BioMarine Remediation representative
E. Carroll Hale, III, Green Earth Naturally/EarthNet representative
Granville R. Amos, Jr. Green Earth Naturally/EarthNet representative
Scott Frazier, Mirimichi Green representative
Bud Smart, Mirimichi Green representative
Russ Britton, Mirimichi Green representative

Chairman Higginbotham opened the meeting by welcoming everyone and thanking them for their attendance. He gave a review of the status of the Town's Wastewater Treatment Plant Emergency Overflow Pond (EOP), the location of the PCB issue. A brief PowerPoint presentation was given indicating the ongoing field test studies that are being conducted by Dr. Kevin Sowers (UMBC) and Dr. Lou Licht (Ecolotree) at the EOP.

Steve Rock, serving as the meeting moderator, gave a brief purpose of the meeting – “figuring out a path for the Town”. He stated that the EPA has deferred authority of the site to the State's Department of Environmental Quality (VDEQ). He added that the Town is taking the initiative to move forward and has explored options such as “dig and haul” and “capping the pond”, each of which have negatives, continuing liability and being unable to utilize the pond for Class I reliability, respectively.

Mr. Rock stated that today's meeting was to get everyone's ideas on the table and that the companies could submit their thoughts today. He added that the town is currently showing in the field (insitu) what has not been shown before, this is a remarkable opportunity that will hopefully have a commercial pay off in end if not here elsewhere.

Mr. Rock added that today we will hear about several competing technologies that will be explained to the Town and the company experts here today will act as a “peer review” to each other. Each group would be given fifteen minutes to talk about their technology.

Mr. Higginbotham, on behalf of Dr. Lou Licht, reviewed a power point presentation showing the Ecolotree technology of “phtytoremediaiton” that was being utilized in the field test study at the Town's EOP. The presentation showed the soil pad and three peninsulas that were created by the Town on the

western edge of the EOP for Dr. Licht's testing of phytoremediation. The process involved the planting of poplar and willow "whips" in the built up soil area. The soil mixture also contained chicken manure. There were tree barrels, with both ends removed, that were buried in the soil to create a contained environment. The rest of the pad and peninsulas were planted with the trees.

It was added that this process could also be part of "capping" project that would involve a longer term remediation through a layer of soil and the planting of trees on top to create a root web that would keep the pond's sediment in place. As of this time foliar testing has been conducted on the tree leaves. Possible plans for moving forward could include expanding the pads into higher concentration areas; replanting of the hybrid barrel and the pad; and looking at future pad locations, possibly splitting the EOP in half or taking a corner for further experimentation, after seeking concurrence from Steve Rock with USEPA.

A brief group discussion was held on the sampling grid that was conducted as part of the 2003 Report from the Town's consulting engineers to the Virginia DEQ.

The next presentation was given by Dr. Kevin Sowers of the University of Maryland - Baltimore County Institute of Marine and Environmental Technology regarding his on-going study in the EOP. Dr. Sowers indicated that he has been assisted by his associate, Ray Payne and Upal Ghosh of Sediment Solutions, LLC (who is also on faculty at the University of Maryland) and is an environmental engineer. Dr. Sowers indicated that his method involves the combination of granulated activated carbon (GAC) in pellet form known as Sedimite. Dr. Sowers stated that the GAC sequesters and degrades PCBs. In his laboratory tests, PCB levels were reduced by 75% in a 90 day period with only one treatment. He added that activated carbon is used as a solid substrate for bioaugmentation and provides an environment for microbial biofilms. The activated carbon particles provide pores that protect anaerobes and aerobes and the Sedimite provides a convenient form of activated carbon that can be readily dispersed. Dr. Sowers added that his June 2011 Report showed a 30% degradation.

Dr. Sowers indicated that his current field test study which consists of barrels, with both ends cut out, submerged into the EOP accessible by a pier, and is underway. He added that sampling consists of 3 random samples from each barrel. He added that the samples to date have large error bars but at this time he is looking for trends. He added that the barrel that included Sedimite that was mixed in with the soil and has an air pump in the barrel has shown some results. He added that most PCBs are in the lower level (bottom 6") which is a very tight core material, and lower concentrations in the upper level (top 6"). He indicated that during his next visit he was going to auger in that barrel to mix up the sediment and activated carbon. Dr. Sowers indicated that sampling will continue and we will see if a trend develops.

Mr. Bud Smart with Mirimichi Green indicated that their process differs from Dr. Sowers on the carrier; they propose to utilize biochar as their carrier for microbes. He indicated that they have performed a bench test on the Altavista EOP sludge, which was taken from the island area of the pond. He indicated that their sampling went down to the clay liner and that the concentration was down to 500 ppm in 60 days. He indicated that they use 10 to 15% biochar into the sediment and water. Indicated that biochar has been used in bioremediation at sites in Newark, NJ and Toledo, OH in the recent years, as well as other locations in the past. It was indicated that biochar is a clean waste material source, with much pore surface space and electron dense.

There was a brief discussion about the differences of bio-carbon and biochar.

Mr. Smart indicated that they would be ready to move forward in spring 2013. He added that Sedimite is 5% activated carbon while biochar is 100% with a constant feedstock. He added that if there was a preferred test cell, it would be one with high concentrations.

Granville Amos and Carroll Hale, Green Earth Naturally/EarthNet, indicated that they also utilize microbes to clean up organic contaminants, although no field experience with PCBs. They added that they have worked with hydrocarbon spills including the BP Horizon spill in the Gulf.

Mr. John Richards with BioMarine Remediation, indicated that they have used microbial in the past but would proposed the use of ultraviolet light and a filtration system for this particular project. He indicated that he felt this would take approximately 6 months. (NOTE: Several questions were not addressed due to the proprietary nature of the process) It was added that the bench scale tests on the Altavista sludge showed removal of the PCBs. It was added that no further testing would be needed and they are ready to proceed.

Steve Rock thanked everyone for the information that they provided in their presentations. He added that no one expects phytoremediation to work on its own (capping option) within the timeline given of spring 2014.

Jay Higginbotham inquired about the use of leaves/compost as carbon; it was the consensus of several of the experts that you need permanent crystallized carbon rather than compost carbon. Jay also inquired as the preferred method of taking samples and the need to create a standard.

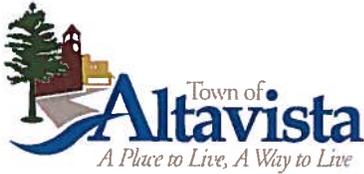
Steve Rock added that he would not use willow and poplars, but possibly hackberry.

Charles Edwards inquired as to the possibility of extending the testing period, with everyone using the same lab; the same sampling procedures and having firms submit proposals.

It was added that the testing period could possibly be extended out to October 2013, so that the firms present could utilize the summer 2013 growing season for their experiments if needed. It was agreed that a plan needs to be developed, to seek the concurrence of EPA Region 3 and that the all data comes to the Town.

There was discussion about formalizing the process with a Request for Proposals to open the door for other interested parties and to cover the procurement requirement. This could possibly be a two phase process with the first phase being documentation of the method working and the second phase being the implementation of the process. After the documentation phase, the Town could decide on which method or methods that would pursue in the implementation phase.

Additional clarification will be sought from EPA/DEQ in regard to the concentrations levels and how it will be sampled for compliance of the 50ppm criteria.



Town of Altavista Town Council Meeting Agenda Form

Town Clerk's Office Use:

Agenda Item #: 10a

Meeting Date: December 11, 2012

Agenda Placement: New Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations), Public Hearings, Unfinished Business, New Business, Closed Session)

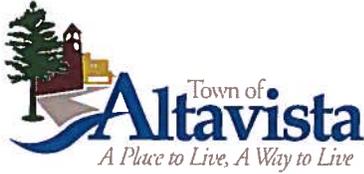
Subject Title: Distribution of "Peer Group Comparison Report"

Presenter(s): Morgan Allen

SUBJECT HIGHLIGHTS

Mr. Morgan Allen will be present to distribute the "Draft" version of the "Peer Group Comparison Report"

After taking time to review, staff would like to place this item back on the Council's January 2013 agenda for further discussion/action.



Town of Altavista Town Council Meeting Agenda Form

Town Clerk's Office Use:

Agenda Item #: 10b

Meeting Date: December 11, 2012

Agenda Placement: New Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

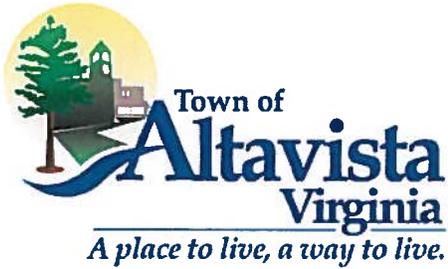
Subject Title: Planning Commission Report

Presenter(s): Dan Witt

SUBJECT HIGHLIGHTS

Dan Witt, Assistant Town Manager will provide a Planning Commission report involving a request to establish a public hearing for a pending application and a pending vacancy on the Commission.

ACTION PER DISCUSSION



TAB: 10
Agenda Item: 12a

PROJECT UPDATE – For Month of November 2012

VDOT Enhancement Project and Downtown Utility Replacement Project and Pittsylvania Avenue Intersection Project

- VDOT has issued a letter concurring with the Award of the project o Virginia Carolina Paving, Inc.
- Staff will proceed with execution of the appropriate paperwork for the contract.
- Pittsylvania Avenue Intersection Project has a deadline of June 1, 2013.
- VDOT Enhancement Project and Downtown Utility Replacement Project has construction period of 365 days.



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

4219 CAMPBELL AVENUE
LYNCHBURG, VIRGINIA 24501
VDOT.Virginia.gov

GREGORY A. WHIRLEY
COMMISSIONER

December 7, 2012

Mr. J. Waverly Coggsdale, III, P.E.
Town Manager
Town of Altavista
510 Seventh Street
Altavista, VA 24517

SUBJECT: U000-162-105, C501 (UPC 80827)
STP-5162(107)
Altavista Intersection Improvement
EN06-162-264, C503 (UPC 102837)
STP-5162(106)
Altavista Streetscape Improvements Phase 3
Contract Award

Dear Mr. Coggsdale:

The Virginia Department of Transportation concurs with the award of the subject project to Virginia Carolina Paving, Inc., for the construction of the Altavista Intersection Improvement and the Altavista Streetscape Improvement Projects.

Please invite representatives from the VDOT Lynchburg District Local Assistance and Civil Rights Section to attend your preconstruction conference. As a locally administered project, the Sponsor is responsible for providing appropriate project management, quality assurance, testing, and on-site inspection. This includes maintaining adequate **project records** and materials documentation including test reports and material tickets, as well as appropriate construction inspection to ensure that the project is completed in accordance with the approved plans and specifications. The Project Sponsor is also responsible for securing any required permits prior to beginning construction activities. If work is being performed within VDOT right-of-way, a VDOT **land-use permit** will be required.

Safety is of the utmost concern during construction activities. This includes not only the safety of construction staff, but also safety precautions for the traveling public. All construction activities should be in compliance with the Occupational Safety and Health Administration (OSHA) regulations, the Manual of Uniform Traffic Control Devices (MUTCD) guidelines, and the Virginia Work Area Protection Manual.

WE KEEP VIRGINIA MOVING

The Project Sponsor should maintain contact with VDOT staff throughout construction as provided for at the pre-construction meeting. This may include but is not limited to: schedule changes, significant construction activities, and change orders. Any proposed **change order** meeting the criteria outlined in Chapter 13.3.3 of the LAP Manual should be submitted to the Department for review prior to execution. If the change order involves changes/improvements to an historic structure or improvements within an historic district, the Department of Historic Resources (DHR) should also be consulted.

In order to keep the Department informed of all on-going construction projects, the Sponsor must notify the Department of all "begin" and "end" dates for active projects. The method most commonly used for accomplishing this is the Form C-5. This form, or a form similar in format created by the Sponsor, should be prepared and signed by the Project Sponsor once the contractor begins work. The signed form should then be submitted to VDOT Construction staff for appropriate Department distribution. Unless otherwise agreed, the Project Sponsor should schedule a final inspection with VDOT staff when all work is complete. Any punch list items should be identified and corrected prior to **final acceptance**. Once it is agreed that the project is acceptable, the Project Sponsor should submit an ending Form C-5 as noted above.

Best of luck with your construction project and please contact me at (434) 856-8220 if you have any questions.

Sincerely,



Sharon S. White, P.E.
District Local Assistance Engineer
VDOT – Lynchburg District

cc: Daniel N. Witt, Town of Altavista
John G. Tomlin, Town of Altavista
Kelly D. Cole, P.E., WileyWilson
Ciara N. Williams, Central Office Local Assistance
Robert F. Guercia, P.E., VDOT Lynchburg District
Bart A. Thrasher, P.E., VDOT Lynchburg District
Brian J. Casto, P.E., VDOT Lynchburg District
Anthony W. Reville, E.I.T., VDOT Lynchburg District
Phyllis A. Brice, VDOT Lynchburg District
Gerry I. Harter, P.E., VDOT Lynchburg District
Anthony D. Rago, VDOT Lynchburg District
Gary Holt, VDOT Lynchburg District

Departmental Reports

(Ctrl + Click on hyperlink to open)

Administration

Business License

Community Development

Economic Development

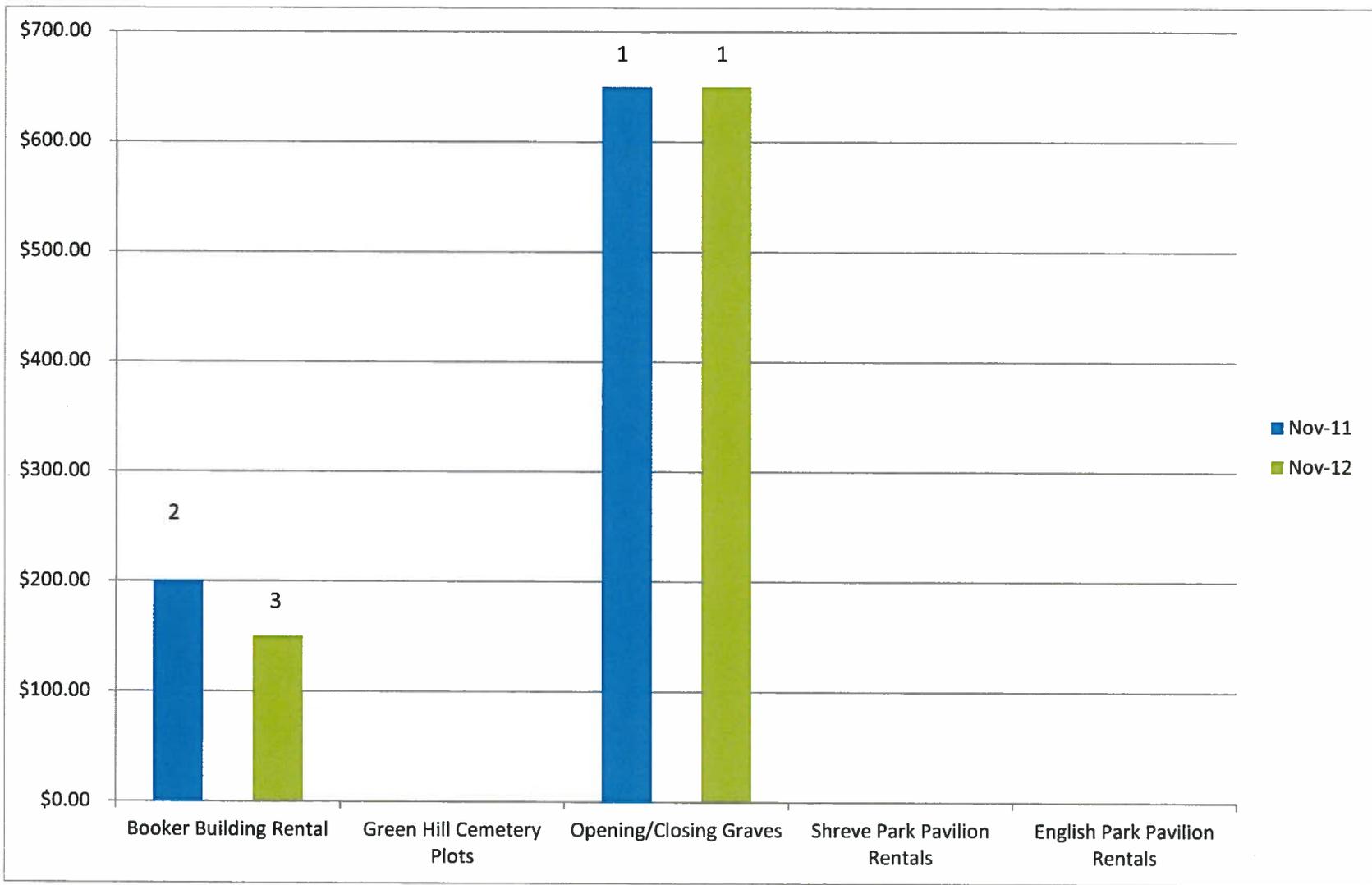
Police Department

Public Works Report

Transit Report

Waste Water Dept Report

Water Dept Report



Monthly Report to Council

Date: December 11, 2012
To: Town Council
From: Dan Witt, Assistant Town Manager
Re: October Activity

1. **Zoning/Code Related Matters:**

- No permits issued
- Met with representative from McDonald's about new building to be constructed.

2. **Site Plans Reviewed and/or Approved:**

- None

3. **Planning Commission (PC) Related:**

- Staffed November PC meeting.
- Prepared packets for December meeting which included notices for public hearing.
- Recommendations from November meeting prepared for Town Council December meeting

4. **AOT Related**

- Attended November Board meeting

5. **ACTS Relate**

- Completed October billing for operations.
- Validated daily ridership and revenue for bus system- see bus report
- Completed online October monthly reporting to DRPT- see DRPT State report
- Attended CTAV board meeting in Blacksburg
- Completed surveys for riders- will distribute 1st 2 weeks of December
- Presented budget request for FY2014 operational and CIP budgets to Town Council
- Met with Neil Sherman, DRPT, regarding developing a 5 year plan and report for ACTS; completing final eligibility for FY2012; completing FTA's online fiscal report; providing a copy of TOA's audit to DRPT & upcoming required training in Richmond, December 18 7 19.

6. **Projects and Administrative Related:**

- Updated GIC as needed

- Certified monthly payroll bank statements
- Worked with USDA several evenings to deal with vulture control in town and continued to monitor and disperse as necessary
- Worked on draft CIP documents for FY2014-2018 to be distributed to managers after December work session.

Memo

To: Mayor Burgess & Members of Town Council
Fr: Megan A. Lucas, Economic Development Dir.
Date: December 11, 2012
Re: Activity Report encompassing November 2012

Below are my activities relating to the AEDA's six components for the first year action plan.

1. **Capacity Building** – Establish a full-time economic developer position, in January, 2012. **Status: complete**
2. **Networking** – The economic development director will build relationships with local (Altavista Area Chamber of Commerce, Altavista On Track, Virginia Technical Institute, etc.), regional (Region 2000, utilities, CVCC, CAER, etc.), and statewide (Virginia Economic Development Partnerships, Tobacco Commission, etc.) organizations that will assist and support Altavista economic development with different resources **Status: Active**

Attended VEDA Annual Meeting
Meeting with Linda Rodriguez
Meeting with Ray Booth, English Const.
Meeting with WKDE
Attended Rehab Assoc of VA open house
Attended AEDA meeting
Meeting with Mark Dalton

Met with Lynchburg Chamber of Commerce
Data Center Committee Meeting
Attended 2 Day Municipal Fiber Networks Conf. Danville
Attended Industry Lunch at ACoC
Meeting & Community Tour with ECS Mid-Atlantic
Meeting with Columbia Gas

3. **Existing Business Retention and Expansion** - An aggressive business visitation and follow-up effort will be developed, including visiting 26 businesses and assisting in the creation of 50 full-time expansion jobs in the first year. **Status: Active**

Hosted a prospect
Attended Reshoring Webinar

Consulted with 2 small business prospects

4. **Develop Products** —Procure by purchase and/or option one or more 20+ acre sites and partner with the owner of the Lane building on a redevelopment program, to ensure locations for expanding local firms and/or new businesses). Broaden local incentives. **Status: Active:**
Doing a land inventory and evaluation
5. **Marketing** – Develop the following plan fundamentals in the first year: (1) Agree on types of businesses the Town wants to pursue, (2) Ask existing businesses to identify prospects; and (3) Prepare a comprehensive economic development website, publish a fact sheet, begin a branding effort, and initiate cooperative marketing with Campbell County. **Status: active**
6. **Encourage Entrepreneurism** – Pursue agreements with Virginia Technical Institute for use of vacant space and with Chamber of Commerce and the Business Development Center for technical support to aid new or early stage small businesses with growth potential. **Status: active**



MONTHLY POLICE REPORT SYNOPSIS

MONTH OF NOVEMBER, 2012

CRIME STATISTICS - November 1, 2012 thru November 30, 2012

Crimes Against Persons

For the Month of November, the Town of Altavista Community experienced 3 incidents or a 40 % decrease of Crimes Against Persons compared to 5 incidents last year during the same time duration.

- 3 Simple Assaults

Property Crimes

For the Month of November, the Town of Altavista Community experienced 9 incidents or an 18.18 % decrease of Property Crimes compared to 11 incidents last year during the same time duration.

- 5 Destruction/ Damage/ Vandalism of Property
- 1 Shoplifting
- 3 All Other Larceny

Quality of Life Crimes

For the month of November, the Town of Altavista Community experienced 12 incidents or a 14.29 % decrease of Quality of Life Crimes compared to 14 incidents last year during the same time duration.

- 1 Weapon Law Violations
- 1 Drug/ Narcotic Violations
- 2 Drunkenness
- 1 Family Offenses, Nonviolent
- 7 All Other Offenses



CRIME STATISTICS - January 1, 2012 thru November 30, 2012 Y.T.D.

Year to date, the Town of Altavista experienced 43 incidents or a 29.51 % decrease of Crimes Against Persons compared to 61 incidents last year during the same time duration.

- 1 Kidnapping
- 1 Sexual Assault with Object
- 1 Forcible Fondling
- 5 Aggravated Assault
- 34 Simple Assaults
- 1 Statutory Rape

Year to date, the Town of Altavista experienced 120 incidents or a 32.58 % decrease of Property Crimes compared to 178 incidents last year during the same time duration.

- 8 Burglary/ B& E
- 3 Motor Vehicle Theft
- 2 Counterfeiting/ Forgery
- 1 Embezzlement
- 32 Destruction/ Vandalisms
- 40 Shoplifting
- 3 Theft from Building
- 3 Theft from Coin Operated Machine
- 4 Theft from Motor Vehicle
- 1 Theft of Motor Vehicle Parts
- 23 All other Larcenies

Year to date, the Town of Altavista experienced 133 incidents or a 11.33 % decrease of Quality of Life Crimes compared to 150 incidents last year during the same time duration.

- 1 Weapon Law Violations
- 12 Drug/ Narcotic Violations
- 2 Drug Equipment Violations
- 1 Disorderly Conduct
- 6 Driving Under the Influence
- 19 Drunkenness
- 2 Family Offenses, Nonviolent
- 1 Runaway



- 4 Trespass of Real Property
- 85 All Other Offenses

Major Crimes Statistics *(Combining Crimes Against Persons & Property Crimes = Major Crimes)*

Month of November 2012, the Town of Altavista Community experienced 12 incidents or 25.00 % decrease in Major Crimes compared to 16 incidents last year during the same time duration.

Year to date, the Town of Altavista experienced 164 incidents or a 31.4 % decrease in Major Crimes compared to 239 incidents last year during the same time duration.

The above statistics depict “Shopliftings” (primarily from Wal-Mart) as the most frequent occurrence of criminal activity the Town of Altavista is experiencing.

CALLS FOR SERVICE - November 1, 2012 thru November 30, 2012

The Altavista Police Department was dispatched to 334 Calls for Service or a .006 % decrease compared to 336 C.F.S. last year during the same time duration.

CALLS FOR SERVICE - January 1, 2012 thru November 30, 2012- Y. T. D.

The Altavista Police Department was dispatched to 3545 Calls for Service or a 10.8 % decrease compared to 3973 C. F. S. last year during the same time duration.

CRIMINAL ARRESTS EXECUTED - November 1, 2012 thru November 30, 2012

The A.P.D. executed 73 criminal arrests or a 356 % increase compared to 16 criminal arrests last year during the same duration.

CRIMINAL ARRESTS EXECUTED- January 1, 2012 thru November 30, 2012 Y. T. D.

The A.P.D. executed 346 criminal arrests or 79.3 % increase compared to 193 criminal arrests executed last year during the same time duration.

TRAFFIC CITATIONS ISSUED - November 1, 2012 thru November 30, 2012

The A.P.D. issued 57 traffic summonses or a 42.5 % increase compared to 40 traffic summonses issued last year during the same time duration.



TRAFFIC CITATIONS ISSUED - January 1, 2012 thru November 30, 2012 Y. T. D.

The A.P.D. issued 395 traffic summonses or a 33.2 % decrease compared to 591 traffic summonses issued last year during the same time duration.

TRAFFIC WARNING CITATIONS ISSUED - Nov. 1, 2012 thru Nov. 30, 2012

The A.P.D. issued 4 traffic warning citations to adults and 0 traffic warning citation to juveniles during the month of November.

TRAFFIC WARNING CITATIONS ISSUED - February 1, 2012 thru Nov. 30, 2012

The A.P.D. issued 93 traffic warning citations to adults and 5 traffic warning citations to juveniles year to date.

OFFICER OF THE MONTH – November, 2012

The Altavista Police Department has selected Officer James Goggins as the Officer of the Month for November 2012. Officer Goggins has carried out his duties in a manner that brings positive feedback from the community. Officer Goggins consistently contributes to the goals and objectives of the departments overall mission. Officer Goggins has been very productive since his return to full duty. Officer Goggins was instrumental in several successful investigations. These investigations included the following: Brandishing a Firearm, Possession of a Firearm by a Convicted Felon, and a counter narcotics operation.

PERSONNEL TRAINING

Thirty (30) hours of training were afforded to police personnel during the month of November 2012. Blocks of instruction pertained to the following training subjects: Bicycle Patrol Training, C. E. R. T. Training, Canine Training, General In-House Training, and Juvenile Law Training.

WHAT'S NEW

Crimes Against Persons has decreased 29.51 % for this year compared to last year during the same time period. Property Crimes has decreased 32.58 % for this year compared to last year during the same time period. Quality of Life Crimes



has decreased 11.33 % for this year compared to last year during the same time period. *I commend every Altavista Police Officer for their outstanding performance and dedication to duty. (Chief Clay Hamilton)*

Traffic summonses are significantly down year to date. This can be attributed to radar trailer deployment in areas where the department has received complaints of traffic problems and the issuance of traffic warning citations.

The Altavista Police Department continues to operate below minimal staffing due to 1 member assigned to a Drug Task Force and 1 member on Administrative Leave for approximately eight to twelve weeks.

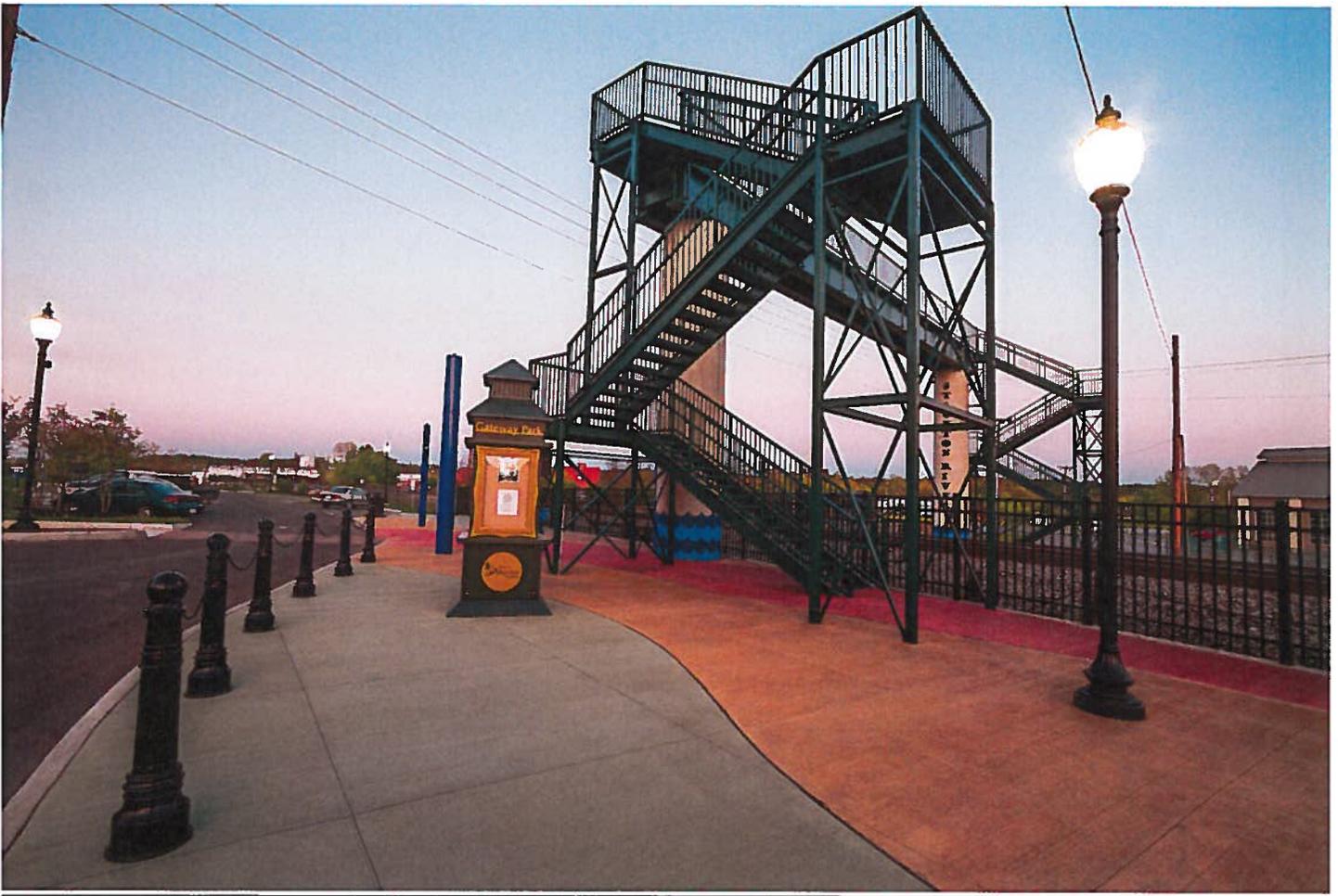
The Altavista Police Department hired Chevis Aaron Swearingen to fill the vacant police officer position. He was sworn in by Mayor Burgess on Monday, 3 December 2012. Aaron graduated from Radford University with a B.A. in Criminal Justice. I feel he will be a great asset to our Department. He will be attending the Central Virginia Criminal Justice Academy in January, 2013 through June, 2013. He will then have to complete approximately 8 weeks of Field Training prior to becoming a certified police officer.

In November, the Altavista Police Department and Campbell County Sheriff's Office conducted a second roundup of drug offenders. Twenty-six (26) additional suspects charged with fifty-nine (59) drug and firearms violations. A total of fifty-four (54) suspects have been arrested and over two hundred indictments executed for drug and firearm violations due to a six month combined joint investigation between our agencies.

Information compiled for this report was taken from the Altavista Police Department's Monthly Report.

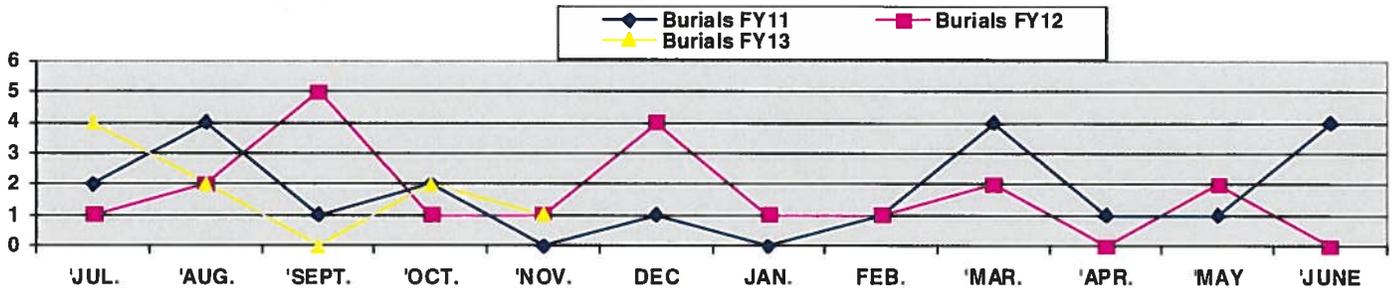
PUBLIC WORKS MONTHLY REPORT

For: November 2012



CEMETERY

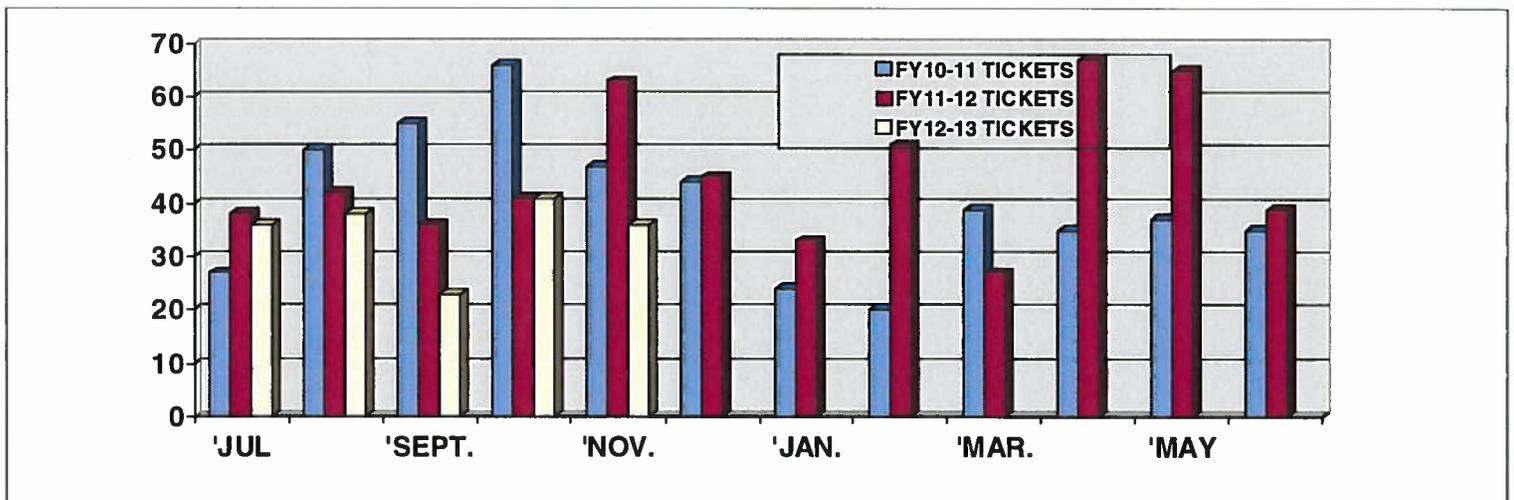
❖ BURIALS: 1



Buildings & Grounds Maintenance

❖ PARKS:

❖ MISS UTILITY TICKETS (36)



REFUSE & BRUSH & SPECIAL PICKUPS

- ❖ Total solid waste tonnage for the month 83.27 tons.
- ❖ Total brush stops for the month. (76) Stops
- ❖ Total special pickup tonnage for the month 12.70 tons. (90) Stops
- ❖ Total weekend truck tonnage for the month 0 tons. (0) Trucks

SEWER & WATER

- ❖ Sewer (Video): Page 10 (902'/7 Manholes), Page 6 (375'/3 Manholes), Page 9 (237'), 1628 Melinda Dr. (475'/3 Manholes), 315 13th St. (100'), 707 12th St. (75'), 525 7th St. (75')
- ❖ Sewer (Clean): Page 10 (475'/ 4 Manholes), Page 9 (297'/2 Manholes)
- ❖ Sewer Maintenance: 1628 Melinda Dr., WWTP, Bedford Ave.
- ❖ Sewer (Repair): 707 12th St., 1301 Main St.
- ❖ Sewer (Blockage): 404 Main St. (McDonald's), 1105 15th St.

Total Linear Footage (Video): 2,239'/13 Manholes

Total Linear Footage (Clean)772'/ 6 Manholes

Emergency Overflow Pond - PCB Remediation

4- Regular. Hrs.

12-OT Hrs.

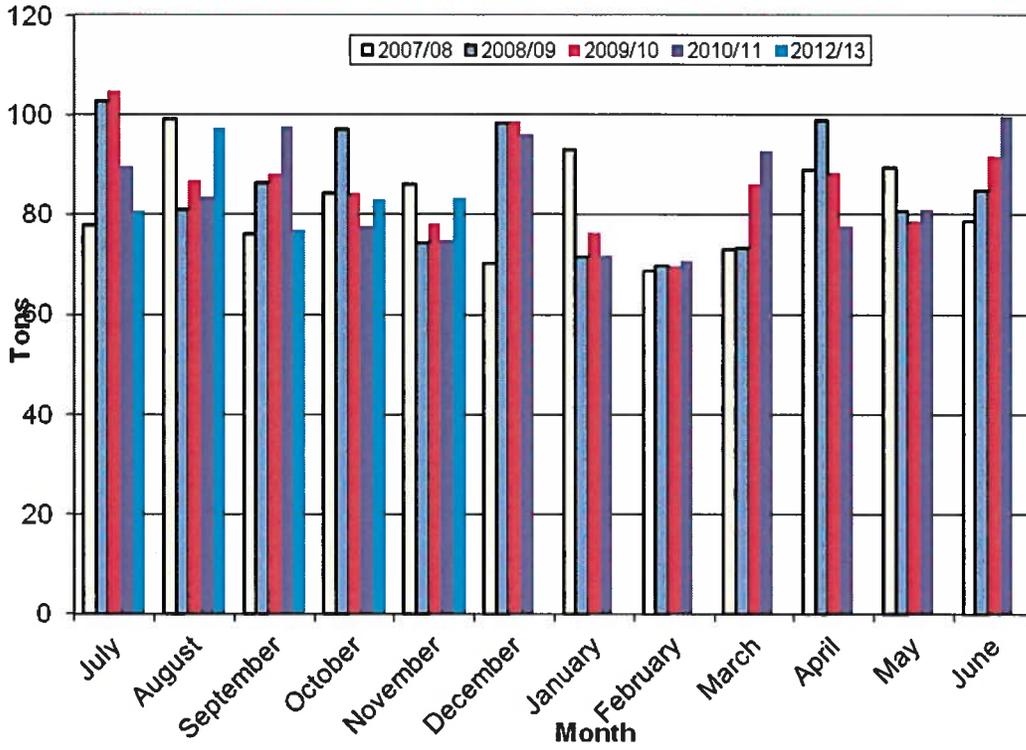
- ❖ Water (Repair): Assisted Town of Hurt on Victoria Drive
- ❖ Water (Install) New Service: 206 Frazier Road
- ❖ Water Maintenance: Main St. and Campbell Ave., Lakewood Dr. PRV Vault, War Memorial Park, Chimney Ridge
- ❖ Water Cut-offs on delinquent accounts.

STREET MAINTENANCE

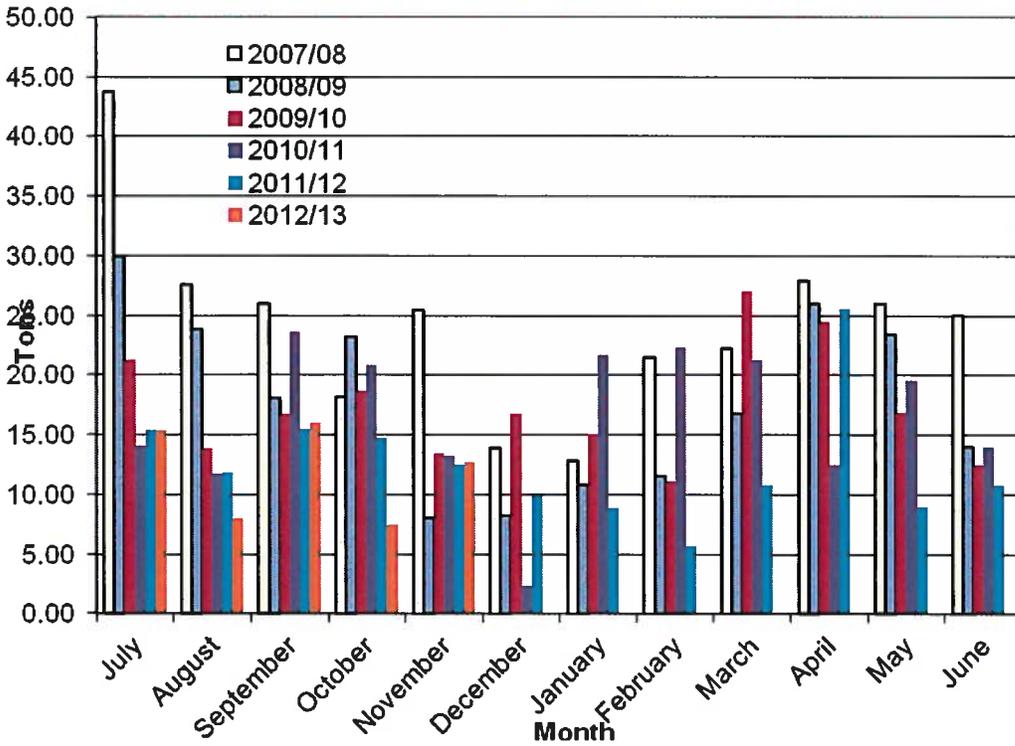
- ❖ Weekly Street Sweeping: Town of Altavista (70) Miles
- ❖ Bags of Litter (32)
- ❖ Stone Tonnage: 11.81 Tons (Hwy)
- ❖ Concrete: 1 Yard (Utilities)
- ❖ Leaf Collection: (84) Loads

SAFETY TRAINING – Jake Roberts & Mike King – Leadership Institute

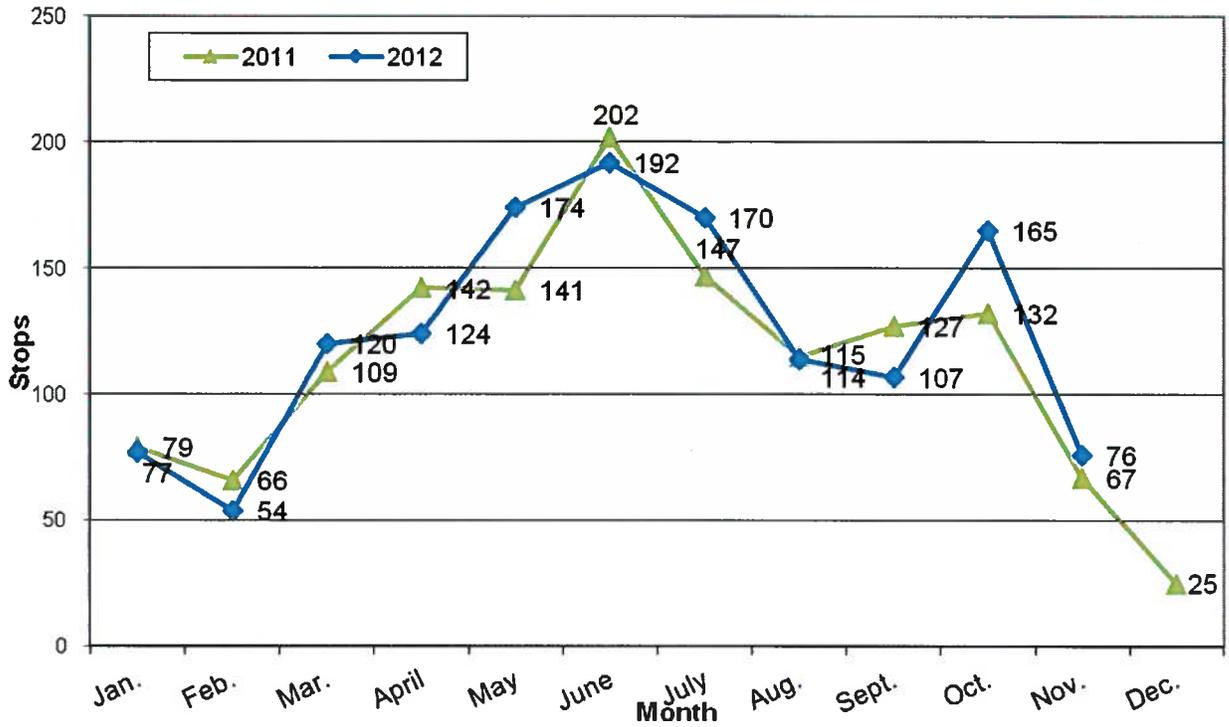
Solid Waste Comparison



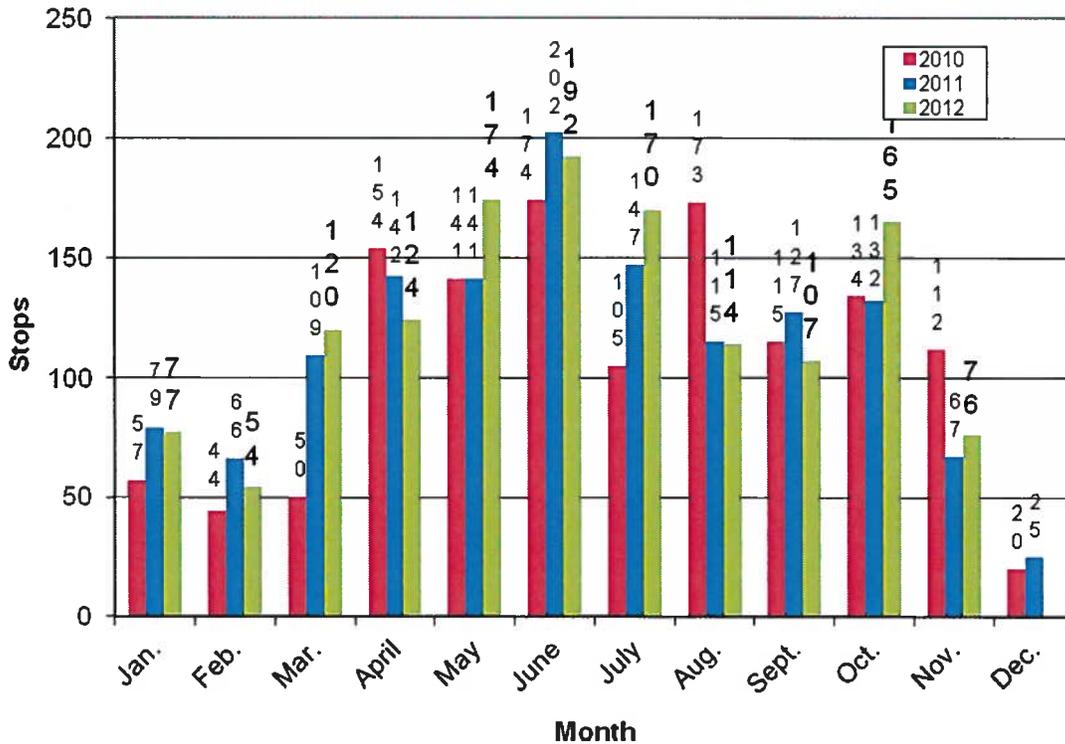
Special Pick Up Comparisons



Town of Altavista - Public Works Brush Pick Ups



Brush Comparison



Transportation Department Monthly Report-FY2013

July 1, 2012- June 30, 2013

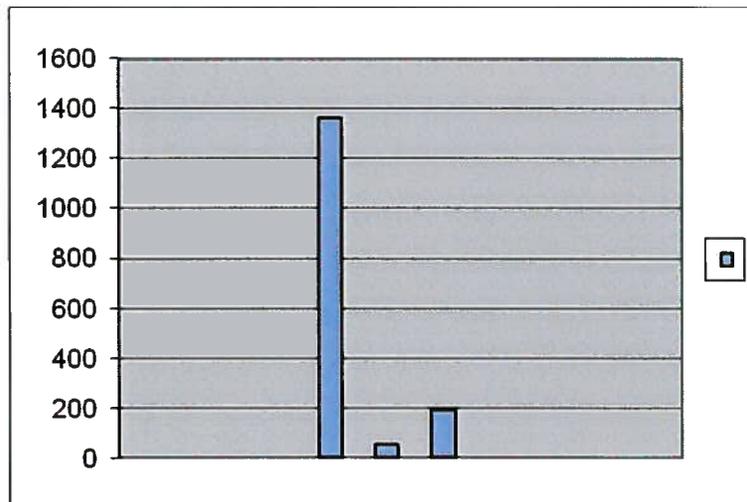
<u>Month</u>	<u>Total # Riders</u>	<u>Average Daily Riders</u>	<u>Monthly Miles</u>	<u>Monthly Revenue</u>
July	1,850	80	3,713	\$ 400.00
August	1,962	79	3,999	\$ 400.00
September	1,618	75	3,469	\$ 400.00
October	1,176	47	3,984	\$ 563.50
November	1,083	47	3,727	\$ 510.50
Total YTD	7,689	57	18,892	\$ 2,274.00
<u>Comparison FY2012</u>	<u>Monthly Riders</u>		<u>Percent Change</u>	
11-Jul	1,364		136%	
11-Aug	1,499		123%	
11-Sep	1,255		128%	
11-Oct	805		146%	
11-Nov	849		128%	

WASTEWATER November 2012 SUMMARY

- PCB meeting with interested parties
- Repaired clarifier #2
- Repaired UV system breaker
- Met with Dept. Heads of Public Works and Water Plant to discuss utility issues
- Dr. Sowers collected samples from EOP
- Discussed stormwater issues on 5th street with Public Works
- Conducted semi-annual Lab PT-sampling
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance
- 154 wet tons of sludge processed
- Treated 58.34 million gallons of water

NOVEMBER HOURS

1361 **Man Hours Worked**
51 **Sick Leave**
190 **Vacation Hours**



Water Department Report November, 2012

Water Production:

Water Plant: **43.0** million gallons of raw water treated.

Water Plant: **32.7** million gallons of finished water delivered.

Mcminnis Spring: **7.3** million gallons of finished water treated.

Mcminnis Spring: average 243,000 gallons per day and run time hours 14 a day.

Reynolds Spring: **6.1** million gallons of finished water treated.

Reynolds Spring: average 204,000 gallons per day and run time hours 12 a day.

Water Purchased:

Campbell County Utility and Service Authority:

Town needs a contract between both parties, in order to receive water from CCUSA, and must be approved by Department of Health.

Electronics need to be repaired in order to receive water from CCUSA . Who pays the Town or CCUSA.

Water Sold:

Town of Hurt

Water Plant Averages for November, 2012:

Weekday: **14.0** hrs / day of production

1,604,000 gallons treated / day

Weekends: **9.0hrs** / day of production

953,000 gallons treated / day

Special Projects:

- Abbott did not run from 11-22 to 11-25

Water Plant

- Took last quarter samples for the year.
- Working on C.I.P. items.
- Painting continues on first floor.