

Regular Council Meeting—July 8, 2014

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on July 8, 2014 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Rev. Michael Duncan, Central Baptist Church, gave the invocation. Rev. Duncan advised this would be his last week serving at Central Baptist Church and thanked Council for allowing him the honor and privilege of opening the meetings with invocation.

Council members
present:

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

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Chief Kenneth Walsh, Police Department
Mr. David Garrett, Public Works/Utilities Director
Mr. John Eller, Town Attorney
Mrs. Mary Hall, Administration

3. Mayor Mattox advised of some amendments to the agenda and asked for approval.

A motion was made by Mr. Ferguson, seconded by Mr. George, to approve the amended agenda.

Motion carried:

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

4. Public Comment

Mayor Mattox asked if anyone would like to speak on anything not listed on the agenda.

Rev. Michael Duncan, 1614 Melinda Drive, came forward. He had three items to bring before Council. He asked Council to have the water pressure issues at his home checked. He asked that the loading sign on 7th Street include the word “active” and noted the soil used on the bank in front of his home when work was done on Melinda Drive has undesirable plants that have taken over the bank and asked that this be looked at.

Mr. Art Boscarino, 1410 Broad Street addressed Council advising he is starting a talk show beginning July 14 in WKDE Radio AM 1000. He added the first discussion deals with Town Council and procedures. He distributed to Council members a list of questions and asked them to respond.

Mayor Mattox asked if anyone else would like to speak.

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No one came forward.

5. Special Items or Recognitions

Resolutions-State Champions-Forensics

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to adopt resolutions honoring Ms. Mollie Green and Ms. Tiffany Dawson, 2014 VHSL Forensics State Champions. Ms. Green was in attendance.

Motion carried:

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

RESOLUTION COMMENDING MOLLIE GREEN AS A 2014 VHSL FORENSICS STATE CHAMPION

WHEREAS, Mollie Green, a sophomore at Altavista High School, earned the title of “State Champion” at the Virginia High School League’s Group 1A Forensics competition for “Storytelling”; and

WHEREAS, Mollie began her path to the state title by becoming Conference 44 champion and placing as runner-up in the Group 1A East Region Championship by a mere one point, earning a trip to the state meet; and

WHEREAS, Mollie presented “The Best Christmas Pageant Ever” by Barbara Robertson during her competitions, utilizing multiple characters and her enthusiastic spirit to win over the judges; and

WHEREAS, the Altavista High School Forensics team, under the leadership of Coach Sarah Maxey placed third in the Group 1A state championship; and

BE IT RESOLVED, the Altavista Town Council congratulates Mollie Green on her 2014 VHSL Group 1A Forensics State Championship in “Storytelling”; and

BE IT FURTHER RESOLVED, that this Resolution be spread upon the minutes of the Altavista Town Council in testimony thereof and a copy hereof be presented to Mollie Green with best wishes of the Mayor and Council in her future endeavors.

Adopted this the 8th day of July 2014.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, Clerk

RESOLUTION COMMENDING TIFFANY DAWSON AS A 2014 VHSL FORENSICS STATE CHAMPION

WHEREAS, Tiffany Dawson, a sophomore at Altavista High School, earned the title of “State Champion” at the Virginia High School League’s Group 1A Forensics competition for “Original Oratory”; and

WHEREAS, Tiffany began her path to the state title by placing first at both the Conference 44 and the Group 1A East Region Championships, earning her a trip to the state competition and a chance to sweep the competitions; and

WHEREAS, Tiffany presented as her prepared piece “The Decline of the English Language”, impressing the judges with her wit and passion for the subject; and

WHEREAS, the Altavista High School Forensics team, under the leadership of Coach Sarah Maxey placed third in the Group 1A state championship; and

BE IT RESOLVED, the Altavista Town Council congratulates Tiffany Dawson on her 2014 VHSL Group 1A Forensics State Championship in “Original Oratory”; and

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~~BE IT FURTHER RESOLVED~~, that this Resolution be spread upon the minutes of the Altavista Town Council in testimony thereof and a copy hereof be presented to Tiffany Dawson with best wishes of the Mayor and Council in her future endeavors.

Adopted this the 8th day of July 2014.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, Clerk

6. Consent Agenda

- a) Approval of Minutes-Regular Meeting June 10, 2014
- b) Receive monthly review of Invoices
- c) Receive monthly review of Revenue & Expenditures
- d) Receive monthly review of Reserve Balance/Investment Report
- e) Departmental Monthly Reports
 - Administration
 - Altavista on Track
 - Business License
 - Community Development
 - Economic Development
 - Police Department
 - Public Works/Utility Department
 - Transit System

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

Motion carried:

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

7. Public Hearings

8. Standing Committee/Commission/Board Reports

a) Council Committees

i. Finance/Human Resources Committee

Waterline Project Task Orders

Bedford Avenue Waterline Project

Mrs. Dalton advised previously Council approved the “Design Services” task order for the project. With the project moving into the bidding stage, staff requested that the “Construction Services” task order be approved. This task order is in the amount of \$30,000.

Mrs. Dalton motioned that the Town Manager be authorized to execute the task order with WW Associates for “Construction Services” related to the Bedford Avenue Waterline Project in the amount of \$30,000.

Motion carried:

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

Main Street Waterline Project

Mrs. Dalton advised previously staff discussed with Council the need to proceed with the design of the Main Street Waterline Project in an effort to coordinate the paving of Main Street with VDOT's 2016 schedule noting in order to maintain that schedule, design work on the project needs to begin now. She reported the Finance Committee recommends approval of the WW Associates task order for "Design Services" for the Main Street Waterline Project in the amount of \$47,500.

Mrs. Dalton motioned that the Town Manager be authorized to execute the task order with WW Associates for "Design Services" related to the Main Street Waterline Project in the amount of \$47,500.

Motion carried:

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

Waterline Project Financing

Mrs. Dalton advised the Town has signed an agreement with the consultant regarding financing options for the Bedford Avenue Project (1A) and the Main Street Waterline Project (1B). The proposals are due by August 1st. It is advisable for the Town to seek a firm to serve as bond counsel and staff has requested that a not to exceed figure of \$15,000 be approved for this service.

Mrs. Dalton motioned that a not to exceed amount of \$15,000 be approved for bond counsel services related to borrowings for the Waterline Projects (1A & 1B) and the Town Manager be authorized to engage bond counsel for this purpose.

Motion carried:

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

Other Items Discussed

Health Insurance RFP—The consultant issued the Request for Proposals (RFP) on June 16th, with proposals due on July 8th. A recommendation will be coming to the Finance Committee at their July 31st meeting, so Council can consider it at their August meeting. The extension of the current health benefits expires at the end of August.

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Meals Tax-Altavista Commons—Staff informed the Committee that the threshold of meals tax agreement for Altavista Commons with Campbell County has been exceeded and that a payment to the County will be in order.

Utility Deposit Discussion—The Committee reviewed information provided by staff regarding utility deposits and opted to take no action at this time. Staff is looking into a relatively new section of the State Code that may assist with non-payment of utility bills by a lessee or tenant.

ii. Police/Legislative Committee

Central Virginia Criminal Justice Academy (CVCJA) Charter Agreement

Mr. Coggsdale advised the Central Virginia Criminal Justice Academy (CVCJA) Board of Directors is recommending amendments to the Charter Agreement for the Academy. The letter received states that “the recommended amendments are designed to more accurately define the policies, rules and procedures in keeping with present and future needs of the Academy.

A motion was made by Mr. Edwards, seconded by Mr. Emerson, that the resolution approving the amended Charter Agreement of the Central Virginia Criminal Justice Academy be adopted and executed.

Motion carried:

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

Regional Mutual Aid Agreement—Law Enforcement

Mr. Coggsdale advised staff received an email from Campbell County Commonwealth’s Attorney Paul McAndrews in regards to renewal of the existing Mutual Aid Agreement in regard to law enforcement. He noted the Town of Chatham has asked to be included in the current Mutual Aid Agreement.

A motion was made by Mr. Edwards, seconded by Mrs. Dalton, to adopt the Mutual Aid Agreement with the addition of the Town of Chatham and the Town Manager be authorized to execute the Mutual Aid Agreement on behalf of the Town of Altavista.

Motion carried:

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

iii. Public Works/Utility Committee

Water Tank Agreement

Mr. Ferguson advised at its May 13th meeting, Council considered the Dearing Ford Water tank conveyance agreement provided by Campbell

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County. After discussion, Council voted to make a change in the language of the agreement and staff forwarded it to the County. Correspondence between the Town Manager and the County Administrator regarding the latest agreement language was presented to Council. The Public Works/Utility Committee recommends the latest version of the language in the agreement provided by the County be accepted.

Mr. Ferguson motioned that the Dearing Ford Water Tank agreement be adopted as amended and the Town Manager be authorized to take the necessary steps to accept the tank.

Motion carried:

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

Temporary Street Closing Request-9th Street

Mr. Ferguson advised the Church of God of Prophecy located on 9th Street will hold their annual Community Fun Day on Saturday, July 26th from 9 a.m. to 3 p.m. and has requested that 9th Street be temporarily blocked during this time period. The Committee recommends this action.

A motion was made by Mr. Ferguson, seconded by Mr. Emerson, to temporarily block 9th street in accordance with the Church of God of Prophecy's request.

Motion carried:

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

Other Items Discussed

WWTP EOP- Maintenance of the pond and potential testing were discussed. The Committee indicates that the PCB Work Session will be in September.

Main Street Waterline Project (Engineering Proposal)- Committee discussed the proposal of *WW Associates* for design services related to the Main Street Waterline project and the need to move forward.

Main Street Trees - At last month's Council meeting the Committee asked that no action be taken on their recommendation to remove a tree on Main Street until Public Works has had an opportunity to review all street trees and offer a recommendation. David Garrett reported back to the Committee that he has looked at the trees, is gathering additional information and will have a recommendation for the Committee at their July committee meeting.

Utility Deposit Discussion -The Committee reviewed information provided by staff regarding utility deposits and opted to take no action at this time. Staff is looking into a relatively new section of the State

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Code that may assist with non-payment of utility bills by a lessee or tenant.

Bedford Avenue Waterline Project (1A) - The project went out to bid on June 29th, bids will be received and opened on July 29th and hopefully recommend an award to Council at their August 12th meeting.

b) Others

i. Altavista Planning Commission

Mr. Witt advised at the Planning Commission's June 3rd meeting, they were presented with a request to amend the sign ordinance, Section 86-640 (6). The Planning Commission reviewed the current ordinance and also the ordinances of several localities and determined the Town's ordinance was too restrictive and would like to expedite amending the ordinance. Mr. Witt stated the Planning Commission would like to hold a public hearing at their August 4, 2014 meeting with a recommendation to Council at their August 12, 2014 meeting and asked that they schedule a public hearing.

A motion was made by Mrs. Dalton, seconded by Mr. Edwards, to schedule a public hearing for the August 12, 2014 Town Council meeting to receive public comment on amending the sign ordinance, Section 86-640 (6).

Motion carried:

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

ii. Altavista Area Chamber of Commerce

Mrs. Heather Reynolds, Altavista Chamber of Commerce, addressed Council thanking them for their support of the Uncle Billy's Day festivities.

Mayor Mattox asked Mrs. Reynolds to express Council's thanks to the Uncle Billy's Day Board.

9. New Business

a) Transportation Priorities Work Session Request

Mr. Coggsdale advised the staff would like to request that Town Council conduct a Work Session regarding transportation priorities for the Town of Altavista. The purpose of this discussion would be for VDOT and Town staff to discuss with Council the projects that have been completed, the ones on the horizon (0-6 years) and those of a longer range (6+ years). This will give Council an opportunity to review and analyze its priorities for transportation improvements in Altavista and establish direction for staff.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to schedule a work session for August 12, 2014 at 5:30 p.m. with the transportation priorities on the agenda.

Motion carried:

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

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

10. Unfinished Business

Altavista Fire Company-Special Event Request Amendment

Mr. Coggsdale advised at the Council's April 8, 2014 meeting, Council approved the Altavista Fire Company's request to hold a special event at the Booker Building on Saturday, October 4, 2014 as a fundraiser. The event was scheduled to run from 7:00 p.m. to 11:00 p.m. with alcohol sales from 7:00 to 10:00 p.m. Changes have been made and the band will be playing until 10:00 p.m. Altavista Fire Company is request the alcohol sales time be amended to 6:00 p.m. to 9:00 p.m.; other approved conditions would remain the same.

A motion was made by Mr. Emerson, seconded by Mr. Ferguson, that the timeframe for alcohol sales associated with the Altavista Fire Company October 4th fundraiser be amended from the approved 7:00 p.m. to 10:00 p.m. timeframe to the requested 6:00 p.m. to 9:00 p.m. timeframe.

Motion carried:

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

11. Manager's Report

- a) Project Updates
- b) Other Items as Necessary

Mr. Coggsdale advised copy of the adopted FY2015 Budget was presented to Council members.

Mayor Mattox recognized Mr. David Williams, 727 Old Pocket Road, Lynch Station, Virginia, stating Mr. Williams has contacted him regarding the need for ACTS to be extended into Lynch Station.

Mr. Williams approached Council and provided a petition of names of individuals who agree with Mr. Williams.

Mayor Mattox referred this matter to the ACTS Committee. He noted this would also have to be considered by Campbell County.

- c) Informational Items
- d) Town Council Calendars (July/August)

12. Matters from Town Council

13. Closed Session

A motion was made by Mr. Ferguson, seconded by Mr. George, that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950, as amended,

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Section 2.2-3711 (A)(7) regarding consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation.

Motion carried:

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

Council went into closed session at 7:46 P.M.

Notice was given that council was back in regular session 9:10 P.M.

FOLLOWING CLOSED SESSION:

A motion was made by Mr. Ferguson, seconded by Mr. Edwards, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the town council hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes

Councilman Higginbotham and Vice Mayor Dalton left the meeting and did not participate in the closed session.

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

The meeting was adjourned at 9:12 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk