

**TAPPAHANNOCK TOWN COUNCIL MEETING
JULY 10, 2023
7:00 P.M.**

PRESENT

Mayor:	Roy M. Gladding
Vice Mayor:	Anita J. Latane
Council Members:	Kay Carlton
	Carolyn Barrett
	Fleet Dillard
	Kenneth A. Gillis
	Troy L. Balderson
Town Manager:	Eric Pollitt
Town Clerk:	Patsy K. Scates
Town Attorney:	Diane M. Lank
Chief of Police:	James G. Ashworth, Jr.

ABSENT

Council Member: Troy L. Balderson

VISITORS:

Beth Sharpe, Tappahannock Main Street
William Croxton
Leslie Rennolds

CALLED TO ORDER

Mayor Gladding called the meeting to order.

On motion of Kenneth A. Gillis, seconded by Anita J. Latane, Council voted unanimously to approve the June 12, 2023 Council Meeting Minutes. MINUTES APPROVED

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth A. Gillis:	Aye	
Carolyn Barrett:	Aye	Anita J. Latane:	Aye	
Fleet Dillard:	Aye			COMMITTEE REPORTS

Mayor Gladding recognized Council Member Gillis and asked if had any comments about the water and sewer report.

WATER AND SEWER REPORT

The water and sewer report as follows:

Wastewater Treatment Plant 5-2023

-Treatment Plant have an average effluent flow of 0.432MGD for a total of 13,378,000 gallons being treated in May

-All nutrient results received so far are within our permitted limits.

- Water usage for the town was 9,629,000 gallons for May.

-Water usage reports for May were submitted to VDH on 6-1-2023.

-DMR for May will be submitted to DEQ by 6-10-2023.

-New discharge permit for the Treatment Plant goes into effect 6-1-2023 with additional influent testing and calculations required to be done weekly, monthly, and bi-annually.

Public Works 5-2023

-1 ½ galvanized pipe leaking at Parker Place

-C-13 EMHP had a to replace water meter setter, valve broke

-Leak on ¾ galvanized pipe across from bus garage on Marsh Street

-N-17 Tidewater Trail 2” valve split replaced with a new one

Mayor Gladding stated that Council Member Balderson is not present tonight and there is no Public Facilities report.

Mayor Gladding asked for Beth Sharpe, Director of Tappahannock Main Street report if she had a report available.

TAPP
MAIN
STREET
REPORT

Beth Sharpe, Director of the Tappahannock Main Street reported that they are presently planning the second annual Prince Street Trunk or Treat and the third annual Tappahannock Winterfest events. She stated that the new branding launched along with their new website. She stated that a digital release will come out every month until the end of the year through the website and their phone app. She reported that the Virginia Main Street grants awards recipients have not been released yet but their phone application is titled "Tappahannock Connect" which is focused on connecting people and places through digital framework and enhancing public spaces. She reported that they requested just under \$61,000 in addition to their match of around \$31,000 for an estimated total project amount of around \$92,000. She discussed some of the projects that the grant funds would be used for.

Beth Sharpe reported that she is still working on doing course work through Main Street America and she discussed the courses she is working on.

Mayor Gladding recognized Vice Mayor Latane for the financial report.

Vice Mayor Latane stated that she reviewed the financial report with Town Manager Pollitt. She reported that the business licenses, lodging taxes and water and sewer funds are on track to where it should be. She stated that we are in good financial shape.

FINANCIAL
REPORT
APPROVED

On motion of Carolyn Barrett seconded by Kay Carlton, Council voted unanimously to approve the financial report for the month of June 2023.

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth A. Gillis:	Aye
Carolyn Barrett:	Aye	Anita J. Latane:	Aye
Fleet Dillard:	Aye		

TOWN
MANAGER
REPORT

Mayor Gladding recognized Town Manager Pollitt and asked if would like to add anything to the Town Manager Report.

**MEMORANDUM
Town Manager Report 7/10/2023**

- The Town anticipates receiving its VDOT permit for the Central Park project in August. We are still waiting on DEQ for their approval of our land disturbance application. DEQ is currently reviewing the 2nd draft of our plans. AES Engineering and Whiting-Turner anticipate to break ground come September, pending VDOT and DEQ approvals. We will be planning an event for the groundbreaking once we receive all approvals. We are still on schedule to complete the project by the end of December, according to Whiting-Turner.
- July 22nd has been selected for the joint retreat with Essex County. The retreat is going to be hosted at the Hampton Inn, starting at 9am. We are expected to be finished between 2-3pm.
- The new website is ready to launch. It will have more features, be easier navigation, and is better suited for future growth of the Town. We expect the website to launch in August of 2023. New professional photos of the Town will be featured on the website.
- The Personnel Policy has been reviewed by a professional consultant to identify sections that need updating. We are hoping to have the Policy ready for Council at the August meeting, then vote on at a following meeting, allowing time for them to review the document.

Mayor Gladding stated that the council members have in their packet the Community Development Report, the report is as follows:

**Monthly Report – July 2023
Community Development and Zoning Administration**

COMMUNITY
DEVELOPMENT
REPORT

PLANNING COMMISSION (PC)

- PC to conduct a mobile tour of the Town on Saturday July 8th.
- PC continues to have a vacancy that needs to be filled on the Commission.

BOARD OF ZONING APPEALS (BZA)

- Staff are anticipating the receipt of several applications requiring BZA review and approval.
- The BZA is a five-member board; currently there is a vacancy to be filled. Tonight’s agenda includes the recommendation for Council to recommend Ms. Denise Hammond to be appointed by the Circuit Court of Essex County to serve on the BZA for the Town.

COMMUNITY DEVELOPMENT/ZONING ENFORCEMENT

- “Historic Downtown Tappahannock” is currently transitioning to this new branding.
- Provide support to the Executive Director with a focus on increased communication.
- Respond to daily inquiries for zoning permits, sign permits, special exceptions, and/or variance applications.
- Respond to citizen complaints regarding inoperable vehicles, tall grass, debris, and or animal violations.

LARGER PROJECTS

- Technical Update to Comprehensive Plan – ongoing coordination with consultants
- Litter Grant application was filed this month.
- Backflow inspection reports continue to filter into the office allowing records to be updated and business owners to be educated on the reason for backflow preventors. Information may be found on the website.

NEW BUSINESSES

- Under construction: 1710 Tavern, Maltese Brewery, Mod Wash, Act XII Wine and Provisions
- Starbucks submitted site plan for first review -1405 Tappahannock Blvd.
- Site Plan submitted for preliminary review of Moose Lodge Improvements

COORDINATION WITH OUTSIDE AGENCIES

- Essex County Building Official- Building Permits and Property Maintenance Program
- GIS Mapping Updates- Coordination on GIS Town data
- Monthly planners’ meetings with MPPDC, Middle Peninsula Planning District Commission

ONGOING EDUCATION AND TRAINING

- Virginia Association of Zoning Officials Conference – June 2023
 - Two staff members attended training for technical and legal components.
 - Acquired information on new legislative requirements, including amendment that changes the required notification process for public hearings.
- Virginia American Planning Association Conference – July 2023
 - The Town Manager was invited to serve as guest speaker on a panel for the presentation on the Hoskins Creek project.

Mayor Gladding recognized Town Manager Pollitt.

Town Manager Pollitt provided the council member with a handout.

Town Manager Pollitt stated that he just wanted to have a brief refresher of where we are and where we are going in anticipation of the Joint Meeting with Essex County Board of Supervisors and identify some potential opportunities for the Town Council and the Essex County Board of Supervisors could work on.

Town Manager Pollitt stated that the first Council Retreat was in the year 2021 and at that meeting the council members developed a vision and mission statement and set some goals. He stated that the goals were the Comprehensive update of the Staff Pay, acquire property for public space usage, understanding and addressing water and sewer challenges, fleet maintenance and development of the airport and enhance revenue.

Town Manager Pollitt stated that some ongoing or completed projects are the sewer force main line was replaced from Sycamore pumpstation across Hoskins Creek, new entrance signs enhancing the Town’s image was installed, developed a downtown master plan with Tappahannock Main Street, developed a tourism plan to increase number of visitors and enhance a small business and upgrading the fleet maintenance.

Town Manager Pollitt stated the Town is in good financial condition to take on some additional projects. He stated the Town Council may want to discuss with the Board of Supervisors downtown beautification and development of the old airport. He stated that hopefully the Essex County Board of Supervisors will be willing to work with the Town on the Industrial Park Development Project (Old Airport) since it would help enhance their tax-based revenue. He stated that there was some grant funding for the Industrial Park Development which helps pay for design and engineering but to get the shovel in the ground may be a big price tag for development. He stated that the Prince Street fire was devastating but there were numerous vacancies before the fire. He stated a recommendation that came from the downtown master plan is enhance the streetscape features and making the downtown area more attractive for pedestrians will draw people downtown.

Mayor Gladding stated that the Tappahannock Town Council and the Essex County Board of Supervisors Joint Meeting is scheduled for July 22, 2023, at 9:00 a.m. He asked for any comments or questions.

Mayor Gladding stated that the council members have in their packet a request for funds from the Tappahannock-Essex Chamber of Commerce.

William Croxton stated that he is on the Tappahannock-Essex Chamber of Commerce Board and he feels that Teresa Lankford has done a great job in establishing this organization. He feels that the Tappahannock- Essex Chamber of Commerce should be given support.

On motion of Fleet Dillard, seconded by Kay Carlton, Council voted unanimously to allocate \$3,500.00 to the Tappahannock-Essex Chamber of Commerce.

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth A. Gillis:	Aye
Carolyn Barrett:	Aye	Anita J. Latane:	Aye
Fleet Dillard:	Aye		

Mayor Gladding recognized Leslie Rennolds who wanted to address the council members about a donation of bronze sculptures to display at the Tappahannock Central Park.

Leslie Rennolds stated that her mom’s friend (Birney) had purchased two bronze sculptures and wanted to have them placed in the Tappahannock Central Park in memory of her mother. She stated that they did not want any type of credit or plaque, but instead she suggested placing a quote about reading.

Mayor Gladding asked if the Town could have an acknowledgement plaque with bronze sculptures recognizing the donation.

Leslie Rennolds stated that if the Town Council wanted to write an acknowledgement letter would be appreciated but she does not want any type of acknowledgement plaque.

Leslie Rennolds stated that if the sculptures are approved to be installed by council then she will keep the bronze sculptures until they are ready to be installed.

Mayor Gladding asked the council members if they wanted to take action on this tonight. He asked if there were any conditions placed on the gift of the bronze sculptures.

Leslie Rennolds stated that they would belong to the Town and she hoped that the Town would not give them away but no one will control that.

Council Member Dillard thinks it is a wonderful gesture but he does not know if a motion is needed. He stated that he serves on the Public Facilities Committee and there would be details that needed to be worked out.

Leslie Rennolds stated that the bronze sculptures are hollow so a stake may need to be placed to keep them in the ground but she or Bernie would take care of that cost.

On motion of Fleet Dillard, seconded by Kay Carlton, Council voted unanimously to accept the gift of the bronze sculptures and that the Public Facilities would have the authority to work with Leslie Rennolds and her family on the details of installation.

COUNCIL
VOTED
TO ALLOCATE
\$3,500
TO
TAPP
ESSEX
CHAMBER
OF
COMMERCE

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth A. Gillis:	Aye	COUNCIL VOTED TO ACCEPT THE GIFT OF BRONZE SCULPTURES FOR TAPP CENTRAL PARK
Carolyn Barrett:	Aye	Anita J. Latane:	Aye	
Fleet Dillard:	Aye			

Mayor Gladding stated that the next item on the agenda is the Board of Zoning Appeals appointment.

On motion of Fleet Dillard, seconded by Anita J. Latane, Council voted unanimously to recommend to the Essex County Circuit Court the appointment of Denise Hammond to the Tappahannock Board of Zoning Appeals.

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth A. Gillis:	Aye	COUNCIL VOTED TO RECOMMEND TO THE ESSEX CIRCUIT COURT THE APPOINTMENT OF DENISE HAMMOND.
Carolyn Barrett:	Aye	Anita J. Latane:	Aye	
Fleet Dillard:	Aye			

Mayor Gladding asked for an elected official to volunteer serve on the Middle Peninsula Alliance Board.

Council Member Barrett volunteered to serve on the Middle Peninsula Alliance Board Committee.

On motion of Fleet Dillard, seconded by Anita J. Latane, Council voted unanimously to appoint Carolyn Barrett to serve on the Middle Peninsula Alliance Board

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth A. Gillis:	Aye	COUNCIL VOTED TO APPOINT COUNCIL MEMBER CAROLYN BARRETT TO SERVE ON THE MIDDLE PENINSULA ALLIANCE BOARD
Carolyn Barrett:	Aye	Anita J. Latane:	Aye	
Fleet Dillard:	Aye			

On motion of Anita J. Latane, seconded by Kenneth A. Gillis, the Tappahannock Town Council voted unanimously to convene in a closed meeting to discuss personnel exemption in accordance with the Virginia Freedom of Information Act. Pursuant to Section 2.2-3711(A) A.1 of the Code of Virginia, 1950, as amended for discussion of personnel exemption.

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth A. Gillis:	Aye	MOTION FOR CLOSED MEETING
Carolyn Barrett:	Aye	Anita J. Latane:	Aye	
Fleet Dillard:	Aye			

On motion of Anita J. Latane, seconded by Carolyn Barrett, Council **certified** that WHEREAS, the Tappahannock 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(D), of the Code of Virginia requires a certification by the Tappahannock Town Council that such closed meeting was conducted in conformity with Virginia law.

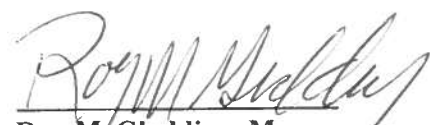
NOW, THEREFORE BE IT RESOLVED by the Tappahannock Town Council this 10th day of July 2023, hereby certifies that, to the best of each members knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (2) only such public business matters as were identified in the motion convening the closed meeting pursuant to Section 2.2-3711 paragraph (A) A.1 personnel exemption were heard, discussed, or considered by the Tappahannock Town Council.

Certification as follows:

Kay Carlton:	Aye	Kenneth A. Gillis:	Aye	MOTION FOR CERTIFICATION
Carolyn Barrett:	Aye	Anita J. Latane:	Aye	
Fleet Dillard:	Aye			

There being no further business, the meeting adjourned at 7:50 p.m.

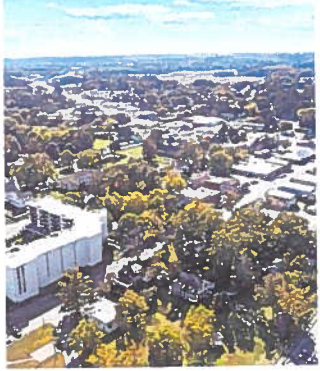
ADJOURNED


 Roy M. Gladding, Mayor


 Patsy K. Scates, Town Clerk

TOWN OF TAPPAHANNOCK

- 2023 COUNCIL
- WHERE WE ARE
- WHERE WE ARE GOING
- July 10th, 2023
- Eric Pollitt, Town Manager



1

WHAT DID WE ACCOMPLISH SINCE THE 2021 RETREAT?

Town Council held its first ever retreat in 2021

At the retreat, Council developed:

- 1) A vision statement
- 2) A mission statement
- 3) Set goals and initiatives for the 2021-2022 calendar year period

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COUNCIL'S 2021-2022 RETREAT GOALS

- 1. Comprehensive Update of Staff Pay
- 2. Acquire property for public space usage
- 3. Understanding and addressing water and sewer challenges
- 4. Fleet maintenance and development of airport (fixed)
- 5. Enhance Revenue

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2021-2022 OTHER INITIATIVES

- Replaced sewer force main from Sycamore Pump Station across Hoskins Creek
- New entrance signs enhancing the Town's image
- Currently developing a downtown master planning with the Main St. program.
- Work together with Essex County to develop a tourism plan to increase number of visitors and enhance small business

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2021-2022 OTHER INITIATIVES CONT.

- Upgraded Old Creek Pump Station and other capital investments at the wastewater treatment plant.
- Updating of Comprehensive Plan and Zoning Map with Planning Commission.
- Approval of and installation of 'watch your speed' signs slowing down traffic.
- Acquired Mobile Data Terminals for Police Department.

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CURRENT STATUS

- As of this month, the Town is in good financial condition with a stable diversified economy. Not too heavily reliant on one employer, sector, or stream of revenue.
- After taking on these initiatives, our debt levels have increased. Some debt was planned and some not.

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FUTURE INITIATIVES

- We are a growing, seeing more private capital investment over the last 5-10 years. Now we the Town are investing in the community in new ways we haven't before. Also, we are providing new services.
- What comes with a growing community is the need for additional staff for services in ALL areas, administration, customer service, park & facilities, water-sewer, public works, and police.
- We need to start thinking not only about our staff but our facilities capacity as well. Will need to expand some of our facilities.

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COLLABORATION

- Town Council has indicated interest in working with the Board of Supervisors on two capital projects.
- By working together, Council is expecting Town and County tax dollars to be spent on initiatives that benefit the greater community.
- There are 2 areas of future development Town Council would like to work together with Essex County:
 1. Downtown Improvements
 2. Industrial Park (Old Airport)

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PRINCE STREET AND DOWNTOWN



- The fire was devastating, but there were numerous vacancies downtown before the fire.
- A recommendation that came from the downtown master plan is enhanced streetscape features.
- Making downtown more attractive for pedestrians will draw people downtown and in turn more businesses.


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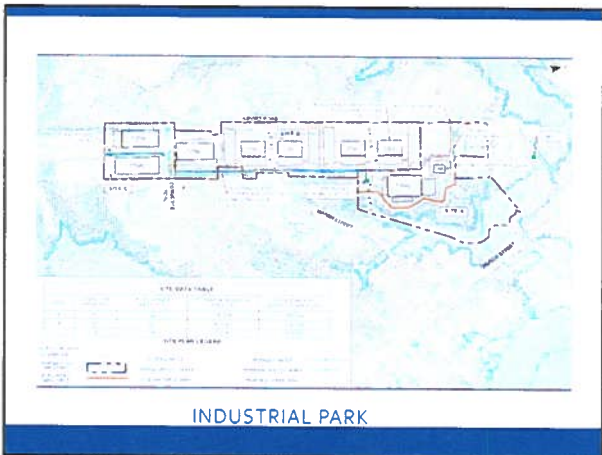
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INDUSTRIAL PARK DEVELOPMENT

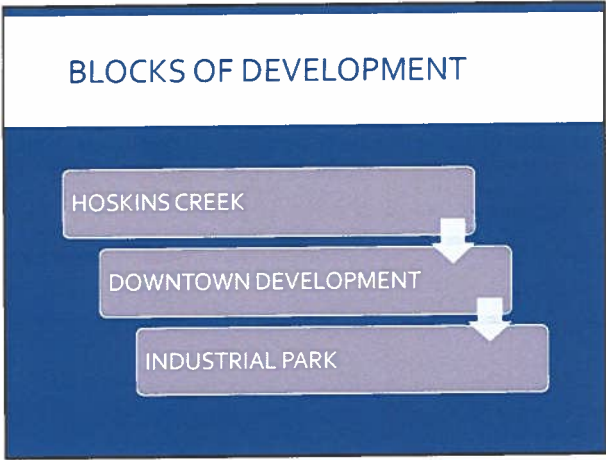
- The industrial park is the greatest opportunity to attract higher wage paying employers to the region.
- It becomes much more affordable to develop this park with a thriving downtown and continued economic growth.
- This investment will benefit the tax base for both the County and Town.
- A 30 year loan for \$5 million at 5% interest is roughly \$322,800 a year.



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12



13

FINAL THOUGHTS

- The community desperately needs a new rescue squad building, but a plan has been finalized at the County level. This needs to be addressed together.
- They have a financial incentive to invest in Tappahannock, because it is a direct return on investment in Essex County.
- These are some areas Council would like to see the two governing bodies work together on.
- Joint Retreat is set for July 22nd starting at 9am for a more in-depth discussion.

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AND NOW...



Thanks for your Attention and Patience



We look forward to working with you

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