



Town Manager
Eric Pollitt

Town Attorney
Diane M. Lank

Town Treasurer
Faye D. Johnson

Town Clerk
Patsy K. Seates

Chief of Police
James G. Ashworth Jr.

TOWN OF TAPPAHANNOCK

P. O. Box 266
Tappahannock, Virginia 22560
(804) 443-3336 Fax (804) 443-1051
www.tappahannock-va.gov

Mayor
Roy M. Gladding

Town Council
Kay Carlton
Marcia W. Jenkins
Fleet Dillard
Kenneth A. Gillis
Troy L. Balderson
Anita J. Latane

December 11, 2020

To: Mayor, Town Attorney, and All Council Members:

The regular meeting will be held on Monday, December 14, **2020 at 7:00 p.m.** in the Tappahannock Municipal Building located at 915 Church Lane, Tappahannock, Virginia.

Please find the following information enclosed:

1. Agenda
2. Financial Reports
3. Agenda Notes
4. Water/Sewer Report
5. Town Manager Report
6. Regulations of Short Term- Residential Rentals
7. Holiday Calendar
8. Farm Land Lease Agreement
9. Resolution – USDA Rural Development
10. BPOL Rates
12. Transient Lodging Tax Letter

**TOWN COUNCIL AGENDA
DECEMBER 14, 2020
7:00 P.M.**

1. Call to order
2. Reading and approval of the November 9, 2020 Public Hearing Minutes and the November 9, 2020 Council Meeting Minutes
3. Welcome Visitors
4. Unfinished Business

4.1. **Committee Reports**

- a. Water/Sewer – Gillis
- b. Public Facilities – Balderson
- c. Finance – Jenkins

4.2. Approval of the financial report for the month of November, 2020

4.3. Town Manager Monthly Report

5.0. New Business

5.1. **G.G. Belfield, Jr. – Years of service**

Council to recognize G.G. Belfield, Jr. for his years of service as Town Manager

5.2. **Air Bed and Breakfast**

Council should consider the proposed recommendations from the Planning Commission and move forward with a Joint Public Hearing to be scheduled next month

5.3. **Holidays**

Council should consider approval the 2021 Holiday calendar

5.4. **Farm Land Rent**

Council should consider renewing the lease for J.W. Brooks to rent the farm land at the old airport

5.5. **Search Grant/ USDA Rural Development**

Council should consider approval of the resolution and should authorize the Town Manager to move forward with the grant application

5.6. **Council Retreat** 23rd

Town Manager Pollitt is seeking approval from council to move forward with the retreat and to set a date

5.7. **Water Bill – Second Notice**

Council should consider the removal of the second notice slip as of January 1, 2021

5.8. **BPOL Rates (Business, Professional and Occupations)**

Council should ratify the rates for the 2021 Business License in the Town of Tappahannock. Staff is recommending no rate revision in FY 2021

5.9. **Lodging Tax**

Council should consider moving the due date of the lodging tax to the 20th of each month and move forward with a Public Hearing to be scheduled next month

5.10. **Planning Commission Members**

Council needs to find citizens to serve on the planning commission.

5.11. **Statue – Prince Street**

Rodney Sidney would like to discuss the removal of the statue on Prince Street

email/
handout

need
signed
resolution
+ minutes

Kilmarnock
+ edmunds

schedule
public
hearing
+ advert

letters
next
billing



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Agenda Notes

New Business:

5.2. Regulations of Short-Term Residential Rentals (Air B and B)

I. Action Needed:

Motion to accept the recommendations for the Regulations of the Short-Term Residential Rentals (Air B and B) from the Planning Commission and move forward with a Joint Public Hearing on January 11, 2021.

5.3. Holidays

I. Action Needed:

Motion to authorize the following additional four days off for the Town Staff for the FY 2021 Calendar Year: April 2, 2021, November 24, 2021, December 23, 2021 and December 31, 2021.

5.4. FarmLand Rent

I. Action Needed:

Motion to renew lease for J.W. Brooks to rent 41.0 acres, more or less at the old airport for \$10.00 per acre

5.5. USDA Rural Development/Search Grant

I. Action Needed:

Motion to approve the resolution from the USDA Rural Development Grant.

Motion to grant Town Manager Pollitt authorization to execute all documents associated with the USDA Rural Development Grant process and be the Town's primary signer.

5.6. Council Retreat

I. Action Needed:

Motion to grant Town Manager Pollitt permission to move forward with the planning of the council retreat and to pick a date of either Saturday, January 16, 2021 or Saturday, January 23, 2021 for the retreat.

Dave prefers the 23rd for prep time

5.7. Water Bill

I. Action Needed:

Motion to consider removal the second notice (or otherwise known as “pink slips”) effective January 1, 2021.

5.8. BPOL Rates (Business, Professional and Occupations)

I. Action Needed:

Motion to ratify the rates for the 2021 Business License. Staff is recommending no rate revision in FY 2021. Effective January 1, 2021.

5.9 Lodging Tax

I. Action Needed:

Motion to schedule a public hearing next month to advertise and to consider moving forward with the due date of the lodging tax to be moved from the 10th of each month to the 20th of each month.

5.10. Planning Commission Members

I. No Action Needed:

The Planning Commission Members is short staffed since we just lost two members. A letter asking citizens to become a member will be sent out in the January 2021 water bills but if council is aware of someone wanting to join, please let Town Manager Pollitt or Frankie Sanders know.

5.11. Statue – Prince Street

I. No Action Needed:

Rodney Sidney would like to discuss the removal of the statue on Prince Street



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Maintenance

- **The leaf removal in town continues through January 5, 2021**
- **The street sweeper was in town and did a nice job of cleaning our streets, curbs and gutter**
- **Trash pickup crew continues to be an asset to our town**

Treatment Plant

- **Contractor continues to clean the Head works Wet Well**
- **The plant is well prepared for the winter season when it arrives.**



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MEMORANDUM

Town Manager Report 12/14/2020

- Have met with the department heads and provided them with capital improvement plan (CIP) instructions. The CIP will be a 5 year plan to include purchases and projects over \$5,000. A few examples are park & playground equipment, replacement of fleet vehicles, upgrading public works equipment, repairing of water & sewer lines, and improvement of the waste water treatment plant. The department heads will submit their requests by mid-January, and will be reviewed and ranked by the Finance Committee. The Fiscal Year 2022 Budget Calendar is attached as a guiding document for the upcoming budget process.
- Still working on CARES Act upgrades in town hall. We have ran into hiccups with the email upgrades and installation of the projector in the council chambers. We will process the CARES Act bonuses for employees in this week's payroll. The ladies in the office and I have developed a plan on administering the roughly \$114k of CARES related delinquent utility bill relief from the state. More will be posted on the website and Facebook page in the coming weeks.
- Waiting for park design proposals from 2 park companies who came for site visits last month. The potential park areas are River Park, Wakefield area, and behind town hall. I'm expected to receive proposals this month and will be discussed at the next Public Facilities Committee meeting.
- VDOT has shown responsive progress to the issues we have raised with them. Things such as cleaning of gutter plates and assisting with the removal of their excessive sign pollution will go a long ways with the ascetics of the community.



FY22 BUDGET CALENDAR

HOLIDAY

COUNCIL MEETING

STAFF DEADLINES

FINANCE COMM

DAY	DATE	DESCRIPTION	TIME/LOCATION	Su	M	T	W	Th	F	Sa
Dec-2020										
Fri	Dec 4	Town Manager sends out CIP Requests to Department Heads								
Mon	Dec 14	Council Meeting - Council Adopts Preliminary Budget schedule	9:30 am; Conf. Room 7:00 pm; Town Hall			1	2	3	4	5
				6	7	8	9	10	11	12
				13	14	15	16	17	18	19
				20	21	22	23	24	25	26
				27	28	29	30	31		
Jan-2021										
Mon	Jan 4	Non-Profits Notified about FY 2022 Submissions								
Mon	Jan 11	Council - Revenue Projections	Letter / Email						1	2
Mon	Jan 11	Council Regular Meeting	7:00 pm; Town Hall	3	4	5	6	7	8	9
Sat	TBD	Annual Council Retreat - Either Jan. 16 or 23	7:00 pm; Town Hall	10	11	12	13	14	15	16
Wed	Jan 27	Finance Committee Work Session/Meeting - CIP Review	TBD;	17	18	19	20	21	22	23
		Develop comprehensive list of dept. Head Requests for Review	2:00 pm; Town Hall	24	25	26	27	28	29	30
		Adopt Ranking Criteria method		31						
Feb-2021										
Mon	Feb 5	FY22 Operating Budget Kick-Off - Dept. Heads Receive Budget			1	2	3	4	5	6
Mon	Feb 8	Council Regular Meeting	Budget Packet Email							
Wed	Feb 10	Finance Committee Work Session/Meeting - CIP Review	7:00 pm; Town Hall	7	8	9	10	11	12	13
		Invites Dept. Heads to Discuss Requests and Answer Questions	2:00 pm; Conf. Room	14	15	16	17	18	19	20
Wed	Feb 24	Finance Committee Work Session/Meeting - CIP Review		21	22	23	24	25	26	27
		Invites Dept. Heads to Discuss Requests and Answer Questions	2:00 pm; Conf. Room	28						
Mar-2021										
Mon	Mar 8	Council Regular Meeting								
Wed	Mar 10	Finance Committee Work Session/Meeting - CIP Review	7:00 pm; Town Hall	1	1	2	3	4	5	6
		Invites Dept. Heads to Discuss Requests and Answer Questions	2:00 pm; Conf. Room	7	8	9	10	11	12	13
Wed	Mar 17	If Needed - CIP Recommendation to Council		14	15	16	17	18	19	20
	Mar 22-31	Council 2 by 2s Budget Preview with Town Manager	2:00 pm; Conf. Room TBD	21	22	23	24	25	26	27
				28	29	30	31			
Apr-2021										
Mon	Apr 12	Council Regular Meeting								
		Town Manager's FY21 Budget Proposal and Revenue/Expenditure Brief	7:00 pm; Town Hall					1	2	3
Wed	Apr 14	Council Budget Work Session		4	5	6	7	8	9	10
Wed	Apr 21	Council Budget Work Session	6:00 pm; Town Hall	11	12	13	14	15	16	17
Wed	Apr 28	Advertising (Submission Deadline Rappahannock Times Monday 26th) Public Hearing for Proposed FY22 Budget & CY21 Tax Rates	6:00 pm; Town Hall	18	19	20	21	22	23	24
				25	26	27	28	29	30	
May-2021										
Wed	May 5	Advertising (Submission Deadline Rappahannock Times Monday 3rd) Public Hearing for Proposed FY22 Budget & CY21 Tax Rates								
Mon	May 10	Council Regular Meeting								1
		Public Hearing for Proposed FY22 Budget & CY21 Tax Rates	7:00 pm; Library	2	3	4	5	6	7	8
Wed	May 26	Advertising (Submission Deadline Rappahannock Times Monday 24th) Public Hearing for Adoption of FY22 Budget & CY21 Tax Rates		9	10	11	12	13	14	15
				16	17	18	19	20	21	22
				23	24	25	26	27	28	29
				30	31					
Jun-2021										
Wed	Apr 21	Advertising (Submission Deadline Rappahannock Times Monday 24th) Public Hearing for Adoption of FY22 Budget & CY21 Tax Rates				1	2	3	4	5
Wed	Apr 21	Advertising (Submission Deadline Rappahannock Times Monday 24th) Public Hearing for Adoption of FY22 Budget & CY21 Tax Rates								
Tues	May 14	Council Regular Meeting		6	7	8	9	10	11	12
		Public Hearing for Adoption of FY22 Budget & CY21 Tax Rates	7:00 pm; Library	13	14	15	16	17	18	19
				20	21	22	23	24	25	26
				27	28	29	30			

*** REGULATIONS OF SHORT-TERM RESIDENTIAL RENTALS**

In the R-2 and R-3 and R-4 Districts of the Town of Tappahannock are subject to the following:

1. The Board of Zoning Appeals may permit a short term rental as a Special Exception with Conditions
2. After approval shall obtain a business license
3. Shall collect and report Transient Lodging Tax to the Town of Tappahannock
4. Provide record of ownership and a copy of current general liability insurance annually
5. Rentals are limited to owner-occupied single-family detached dwelling and duplexes.
6. No property being used as a residential rental property may be sublet to be used as a short-term rental.
7. Short term rentals may not be occupied by the same transient visitors for a period of more than thirty (30) days during any calendar year (per state law)
8. Applicable provisions of the current Uniform Statewide Building Code, and all other applicable laws and regulations shall be met. Shall provide a certificate of compliance from the Essex County Building Official
9. Owners shall keep a register for two years which shall include name and address and a copy of a photo identification of all transient visitors
10. No sign(s) advertising the conduct of short term rental is allowed on the outside of the property
11. A fully functional smoke detector and carbon monoxide detector shall be installed on each floor of the dwelling
12. Shall be located on or adjoining a state maintained road. Entrance drivers shall be equal to the State construction specifications of the adjoining State road.
13. The furnishing of prepared meals and service shall be approved and certified by the local health department

Air B&B Regulations for short term residential rental



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The Town Manager is requesting the following four days off for the Town staff for the FY 2021 calendar year.

- April 2, 2021
- November 24, 2021
- December 23, 2021
- December 31, 2021

LEASE – AIR FLIGHT STRIP

THIS LEASE, made in duplicate original, effective the 1st day of January, 2021, between **THE TOWN OF TAPPAHANNOCK**, a municipal corporation created under the laws of the Commonwealth of Virginia, herein called Lessor, and **J.W. BROOKS**, herein called Lessee;

WITNESSETH that the Lessor hereby leases unto the Lessee, and the Lessee hereby rents from the Lessor for the calendar years 2021, 2022, 2023 the following property, to-wit:

All that portion of the parcel of land known as the “Air Flight Strip”, lying and being situated in the Town of Tappahannock, Virginia, not including the hard-surfaced flight strip, nor the buildings and other improvements thereto appertaining, containing 41.0 acres, more or less;

IT IS MUTUALLY AGREED between the parties hereto as follows:

1. That the annual rental reserved for the said arable land property shall be at the rate of ten dollars (\$10.00) per acre for the calendar years 2021, 2022, 2023 payable on or before December 1st of each year; Lessee can adjust the total acres of open-field or arable land as determined by the local ASCS office;
2. That the Lessor reserves for itself, its agents, employees, assignees, invitees, licensees, and all other persons who have any legal right to use the same, a right of way across the property herein leased from Marsh Street extended to the hard-surfaced portion of the said flight strip;
3. That any legal crops can be planted on the premises;
4. That in the event of the sale of the said property herein leased or any part thereof, this lease shall terminate as to so much of the said property as is sold and the rent for the year of such sale shall be proportionally reduced;
5. That in the event the rent herein specified is in default for as much as thirty (30) days, the Lessor may cancel this lease, resume possession of the premises, and hold the Lessee liable for any rent in default, as well as attorneys’ fees and costs incurred by Lessor in collecting defaulted rent.

This lease is made pursuant to the resolution duly adopted at the regular meeting of the Town Council of the Town of Tappahannock held on the 14th day of December, 2020, with a majority of the council present and voting.

WITNESS the following signatures and seals:

By _____ (SEAL)
ROY M. GLADDING, MAYOR **Date**
TOWN OF TAPPAHANNOCK

J.W. BROOKS, LESSEE **Date** (SEAL)

Attest:

PATSY K. SCATES, CLERK **Date**

**RESOLUTION OF GOVERNING BODY OF
TOWN OF TAPPAHANNOCK**

The Governing Body of the Town of Tappahannock, consisting of seven members, in a duly called meeting held on the 14th day of December 2020, at which a quorum was present **RESOLVED** as follows:

BE IT HEREBY RESOLVED that in order to facilitate obtaining financial assistance from the United States of America, United States Department of Agriculture, Rural Development (the Government) in the purchase of Planning Grant for future sewer improvements to serve the community, the Governing Body does hereby adopt and abide by all covenants contained in the agreements, documents, and forms required by the Government to be executed.

BE IT FURTHER RESOLVED that Eric Pollitt, Town Manager of the Town of Tappahannock be authorized to execute on behalf of the Town Council the above-referenced agreements, documents, and forms and to execute such other documents including, but not limited to, debt instruments, security instruments, and/or grant agreements as may be required in obtaining the said financial assistance.

This Resolution is hereby entered into the permanent minutes of the meetings of this Council.

Town of Tappahannock

By: _____

Roy M. Gladding, Mayor

Attest: _____

Patsy K. Scates, Clerk

CERTIFICATION

I hereby certify that the above Resolution was duly adopted by the Governing Body of the Tappahannock Town Council in a duly assembled meeting on the 14th day of December 2020

Patsy K. Scates, Clerk

Resolution – USDA Rural Development – Search Grant

Revised 08/23/2018

Business License Tax Schedule: (PER \$100.00 OF GROSS RECEIPTS)

Section 26-254: Coin Operated Machines \$200.00 (over ten machines)
\$20.00 per machine (under ten machines)

Section 26-255: Business, Personal, Repair and other Services (\$.35)

Section 26-256: Commission Merchants (\$.15)

Section 26-257: Contractors and Contracting (\$.15)

Section 26-258: Dance Hall (\$100.00)

Section 26-259: Financial Services (\$.54)

Section 26-260: Flea Markets \$4.00 per day

Section 26-261: Fortunetellers, Clairvoyants and Practitioners of Palmistry (\$1,000.00)

Section 26-262: Professional Services (\$.54)

Section 26-263: Public Utilities (\$.005)

Section 26-264: Real Estate Service (\$.54)

Section 26-265: Retail Merchant (\$.20)

Section 26-267: Whole Sale Merchants (\$.05)

Section 26-268: Pawnbrokers (\$100.00)

Section 26-269: Grain Dealers, Wholesale (\$.005)

Section 26-270 Peddlers – Generally \$37.50 (If they grow or catch they do not need a license)

Section 26-270: Itinerant Vendors (\$500.00)

(Business License Rates)



November 9, 2020

Re: Transient Lodging Tax Due Date Change Request

Mayor Gladding,

I am requesting a review and change of the current Transient Lodging Tax due date.

At this time there are very few businesses that uses the Transient Lodging Tax category and are the only ones that are required to pay the tax by the 10th of following month. All other businesses that uses other tax categories have 20th of the following month to pay their taxes.

I am requesting a change of the current Transient Lodging Tax due date to 20th of the following month in order to align with other taxes due dates in Town of Tappahannock / Essex County.

Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Hiren J. Patel'.

Hiren J. Patel

General Manager

Holiday Inn Express & Suites - Tappahannock