

**TOWN COUNCIL MEETING
NOVEMBER 8, 2021
7:00 P.M.**

PRESENT

Mayor: Roy M. Gladding
Council Members: Kay Carlton
Fleet Dillard
Kenneth A. Gillis
Anita J. Latane
Town Manager: Eric Pollitt
Town Clerk: Patsy K. Scates
Town Attorney: Diane M. Lank

ABSENT

Vice Mayor: Marcia W. Jenkins
Council Member: Troy L. Balderson
Chief of Police: James G. Ashworth, Jr.

The meeting was held by zoom and in person.

Mayor Gladding called the meeting to order.

On motion of Kenneth A. Gillis, seconded by Anita J. Latane, Council voted unanimously to approve the October 12, 2021, Public Hearing Meeting Minutes and the October 12, 2021, Council Meeting Minutes.

Votes were cast as follows:

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

Council Member Gillis reported that the maintenance department personnel repaired ruptured water lines located on Jeanette Drive, Prince Street and North Church Lane. The department staff also made repairs on alleyways, filled in (asphalt) potholes at several locations, read water meters for this billing cycle, collected recyclable materials, and maintained town park, pump stations, town properties etc, this with continuing their normal daily duties. He reported that the plant operators are preparing for seasonal temperatures for optimum treatment this winter. A waste pump and flow meter were replaced with service restored and normal operations were maintained with good biological treatment and the test results for the month of October was within compliance limits with no violations. He reported that the sanitary crew continues to work diligently at maintaining refuse collection for our citizens and business owners.

Mayor Gladding stated that Council Member Balderson was not present tonight and the Town Manager Pollitt did not have any thing to report on public facilities at this time.

Council Member Latane discussed the Winter Fest Events and reminded the council members of the upcoming Farmers Market and the Third Thursday's events.

Town Manager Pollitt asked if the council members wanted to table the financial report since they just received it before the meeting. Town Manager Pollitt stated that revenues are good as far as what we anticipated coming in and nothing to note on the expenses side of things. He stated that if anyone has any questions or would like him to review the report line by line to please feel free to contact him. He reported that he had met with Council Member Balderson and Council Member Latane and discussed the financial report.

On motion of Anita J. Latane, seconded by Kenneth A. Gillis, Council voted unanimously to approve the financial report for the month of October 2021.

Votes were cast as follows:

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

Town Manager Pollitt reported:

Gavin Robey with AES Consulting Engineers out of Richmond is drafting two conceptual design options for the St. Margaret's Park. The two conceptual designs are going to be presented to Council for

feedback at the November meeting. Based on what Council wants at the St. Margaret's Park, will then determine what features will be at the location behind town hall and Wakefield area.

The town received a letter from the Department of Housing and Community Development (DHCD) about its downtown revitalization planning grant. DHCD is prepared to offer up to \$50,000 in assistance for professional services in developing the downtown revitalization master plan. The next step in the process is DHCD will reach out to us with an assigned specialist that will help us develop a work plan of content to be included in the master plan.

The town was awarded \$105,000 for the police and public works building. Gene Reams wrote the grant on behalf of the town and was paid \$2,500. This was a large return on investment for the town. The Chief and I are working together on when to order the generator.

We will have closed on the purchase of St. Margaret's, Hoskins Creek, and Chinault properties by the end of Monday November 8th.

Troy and I have been gathering information about the possibility of a joint municipal mechanic shop where the county, school, and town would share a facility. We would keep our mechanic employee and should benefit from having other employees who could work on the garbage trucks along with other trucks we send out to get repaired & serviced. The county and school have agreed to pay for the building, the schools would pay for the annual utility costs, and the town would provide the land at the old airport. A design has not been finalized yet. Essex County is going to approve around \$640,000 in CIP money at their next November 2021 meeting.

The Economic Development Committee is meeting with the firm Draper Aden Thursday November 18th. We will be discussing engineering services for the old airport for aspects such as utilities, roads, and lot sizes. We will also discuss the location and incorporation of the joint municipal bus shop.

Employees will be having evaluations done over the next couple of months before the end of the year. The Personnel Committee met in late October to discuss initial pay study findings. Their recommendation for pay is a mid-year adjustment effective December or January. This would be a bridge for employees until a formal pay study by a firm has been completed. The study would include an update of the policy manual and have a formal pay scale for reference.

Ken Pollock at Bay Transit met with Michael Lombardo Essex County Administrator and I to discuss ridership and funding for the public transportation system in the town and county. Ken brought up operational concerns about rising wages to compete for drivers and rising gas prices as concerns going into next year. He mentioned Bay Transit's desire to keep ridership free whereas pre-covid it cost residents \$0.50 a ride. We reviewed the town and county's contribution amounts for the program. Ken and Michael indicated a couple of Board of Supervisor members would like to review the town and county's contribution amounts for next year's budget.

Mayor Gladding recognized Yvonne Vaughan, Chairman of the Planning Commission.

Yvonne Vaughan stated that the Virginia Department of Transportation conducted an online citizen information meeting about traffic issues at the Rt. 17 and Rt. 360 Corridor Study on October 14, 2021. She reported that the planning commission supports a study that will define and address actual major issues at Brays Fork, and they support and recommend action on the study recommendation that will extend sidewalks and install multiple use pathways for pedestrian and bicycles this is supported by the 2014 Comprehensive Plan. She stated that to all the recommended changes to the Rt. 17/360 Corridor through Tappahannock we say "NO" and view them as non-sensible. She discussed the Rt. 17/360 corridor proposed VDOT plan.

There was some discussion.

Mayor Gladding introduced Lee McKnight from the VDOT.

Lee McKnight, VDOT stated that he has been working with Town Manager Pollitt on some VDOT issues. He stated that one of the issues was the STARRS program which is to identify solutions to known problems and there is no funding associated with it. If something is not supported by the community, then it would be taken into consideration in the decision-making progress.

Lee McKnight, VDOT asked for any questions.

Mayor Gladding stated that he feels as though the Town of Tappahannock has not been getting the services from VDOT that it deserves, and he looks forward to improving the relationship.

Mayor Gladding discussed some issues such as standing water (we need the ditches cleaned), Potholes, and too many route # signs.

There was much discussion about these issues.

Mayor Gladding stated that a Veterans Day Celebration is scheduled for Thursday, November 11, 2021 @ 11:00 a.m. at the war memorial located in front of the Circuit Court House on Cross Street, Tappahannock.

Mayor Gladding asked for any other further business.

There being none, the meeting was adjourned at 7:35 p.m.

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Roy M. Gladding, Mayor

Patsy K. Scates, Town Clerk