

TOWN COUNCIL MEEETING
AUGUST 9, 2021
7:00 P.M.

PRESENT

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

ABSENT

Vice Mayor: Marcia W. Jenkins

Mayor Gladding called the meeting to order.

On motion of Troy L. Balderson, seconded by Kenneth A. Gillis, Council voted unanimously to approve the July 12, 2021, Council Meeting Minutes.

Votes were cast as follows:

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

Council Member Gillis reported that the maintenance department paved several potholes on our Town Streets. The staff also operated a street sweeper removing debris on the 17 Boulevard, Church Lane, and the secondary streets. The water operators are currently sampling for lead and copper at several locations in the town and the water test well was drilled at March Street water tower and this well is to monitor water levels. At the Wastewater Treatment Plant all test results were within compliance limits with no violations. The sanitary department had some truck mechanical issues again, but trash was picked up.

Council Member Balderson reported that the Gateway Way signs should be ready to be installed in early fall. We are waiting on the landscaping company to finish a big project that he is on now. He stated that the Prince Street Memorial/Statue project is moving forward. He will keep the council members updated.

Council Member Latane reported that the Tappahannock Main Street Program is getting ready for the Third Thursday's Art Walk, which will be held on August 20, 2021. She stated that the Tappahannock Farmers Market, is coming up and they are working on projects for Winter Fest. She stated that volunteers are needed if anyone is interested in helping to please let her or Council Member Carlton know.

Council Member Latane stated that there will be an event called Art in the Park will be held on Saturday, August 14, 2021, at the River Park.

Council Member Carlton stated that traveling artist come and set up and just start drawing/painting the landscaping. She stated that local artist is also expected to participate. There will be food trucks and music. She invited everyone to attend.

Town Manager Pollitt stated that Vice Mayor Jenkins is not able to attend tonight so he will review the July's financial report by power point presentation for the council members.

Town Manager Pollitt presented the monthly financial report for July – Fiscal Year 2022 by power point. He reviewed the General Fund Revenues, General Fund Expenditures, and Water and Sewer.

The council members also had the monthly financial report for June 2021 in their packet.

Mayor Gladding asked for any comments or questions.

There were none.

On motion of Fleet Dillard, seconded by Anita J. Latane, Council voted unanimously to approve the June 2021 and July 2021 financial reports.

Votes were cast as follows:

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

On motion of Kay Carlton, seconded by Troy L. Balderson, Council voted unanimously to adopt the Flood Plain Ordinance as presented. (See Exhibit A)

Votes were cast as follows:

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

On motion of Troy L. Balderson, seconded by Anita J. Latane, Council voted unanimously to appoint Fleet Dillard as a member of the Middle Peninsula Planning District Commission for a term of one year to expire on June 30, 2022.

Votes were cast as follows:

Kay Carlton:	Aye	Troy L. Balderson:	Aye
Fleet Dillard:	Abstain	Anita J. Latane:	Aye
Kenneth A. Gillis:	Aye		

Town Manager Pollitt stated that the council members should consider certifying, pursuant to Section 33.2-924 of the Virginia Code, that the alley way located at Essex St. and Daingerfield St. is no longer necessary for public use, and that said property be made available to adjacent property owners under a sealed bid, with a minimum bid of \$5,000.

Town Manager Pollitt stated that the council members have a plat of the alley located at Essex Street and Daingerfield Street. He stated that there has been some interest from adjacent property owners about purchasing the alley way. The alley way was designed to be a dead-end alley way. It is 0.05 acres and located adjacent to current landowners Charles and Mary Futchko, Warren and Cherly Evans, Martin and Sale, and June Parker Oil Company's properties. (See exhibit 'B'). He stated that this piece of property is currently utilized by June Parker Oil Company for storage of some of their items.

Council Member Gillis asked why the property is being considered for sale.

Council Member Balderson stated that several years ago an adjacent landowner purchased property off Daingerfield Street and inquired about being able to access the back of their property from this alley but at the time, Mr. Parker was utilizing it for parking. He stated that at that time, to his knowledge it was not resolved but Mr. Parker was advised that it was town property, and he should not utilize it. He stated about a year ago it was brought to the Town's attention about drainage issues in the back yard as a possible result of crush and run and railroad ties located in the area which did not allow the water to drain from the back yards. Mr. Parker indicated that a previous Town Manager had given him permission to utilize the area for storage, but we have no documentation of this agreement. He stated that it was then suggested that we sell the piece (0.05 acre) of the alleyway so the Town would not have to be involved in any conflicts that may arise in the future.

Mayor Gladding asked if the property owner have recently inquired about accessing their property from the back yard of their property.

Town Manager Pollitt stated that he has not been contacted by the property owners about accessing the back of their property.

There was some discussion.

Council Member Dillard discussed the definition of conveying a section of the road or property no longer necessary for public use and could be deemed abandoned. He feels there are a lot of variables to consider in the council member's decision but, he feels that we should not sell the alley way because we do not know what the use of it could be in future.

Council Member Gillis stated he agrees with Council Member Dillard, and we should not sell the alley way.

There was some discussion.

Town Manager Pollitt stated that he would like to know what the position of the council members is as far as allowing items being stored on the Town's alleyway.

Council Member Carlton feels if we do not allow personal property on other alleys then we should not allow it on this alley.

There was some discussion about allowing the alley way to be utilized for personal property.

After much discussion, Mayor Gladding asked the Street, Alley and Grass Committee (*Gillis/Carlton) to meet with the two parties (Parker/Evans) involved to come to a workable solution.

Mayor Gladding stated that concludes our agenda items.

On motion of Troy L. Balderson, seconded by Anita J. Latane, the Tappahannock Town Council voted 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) 1 the Code of Virginia, 1950, as amended for discussion of personnel exemption.

Votes were cast as follows:

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

On motion of Anita J. Latane, seconded by Kay Carlton, 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 9th day of August 2021, 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) 1 personnel exemption were heard, discussed, or considered by the Tappahannock Town Council.

Certification as follows:

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

On motion of Troy L. Balderson, seconded by Anita J. Latane, Council voted to award Town Manager Eric Pollitt a two (2) percent performance pay increase. This is based on his six (6) month performance evaluation in the Town Manager's employment contract to be retro active to July 1, 2021.

Votes were cast as follows:

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

Town Manager Pollitt reported that to be more efficient with staff time, the town will no longer notify delinquent utility bill customers with pink slips. We are undertaking efforts to announce this to residents by radio, Facebook, and our website. The website will have a page dedicated to utility billing which will host important information such as approximate mailing and payment due dates.

Town Manager Pollitt reported that he and Mayor Gladding has discussed having a work session in September or October to discuss how Council would like to use the new the new round of federal stimulus money (ARP or ARPA). Staff will conduct research on how other towns are using their funds. The guidance on how the funds can be used is lengthy and it will be a better approach to think about what we want to use the funds for first then figure out how we can apply it to the guidelines, rather than wrap our head around the guidelines as a starting point. If you have suggestions, please let him know and he will bring them to the table.

Council Member Dillard asked Town Manager Pollitt if he could send a list showing how much funds other municipals have received.

There was some discussion.

Town Manager Pollitt reported that the Town of Tappahannock has been offered assistance from the Virginia Department of Housing and Community Development (DHCD) through the Community Development Block Grant (CDBG) program to create a downtown master plan for the Town's Main Street District. The Town can be awarded \$5,000 for the completion of initial activities. Initial activities required are to host a public meeting, create and host an initial management team meeting, conduct a physical inventory survey of buildings in the business district, and host a second management team meeting for next steps. These steps must be completed by September 3rd, 2021, to receive the \$5,000.

Town Manager Pollitt stated that the public meeting will be held on Wednesday, August 18, 2021, at 7pm at the Old Beale Sanctuary.

Mayor Gladding asked for any comments or questions.

There being none, the meeting was adjourned.

Track 66

Roy M. Gladding, Mayor

Patsy K. Scates, Town Clerk