



TOWN OF TAPPAHANNOCK

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

Town Manager
Eric Pollitt

Town Attorney
Diane M. Lank

Town Treasurer
Faye D. Johnson

Town Clerk
Patsy K. Scates

Chief of Police
James G. Ashworth Jr.

July 9, 2021

Mayor
Roy M. Gladding

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

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

The regular meeting will be held on:

MONDAY, June 14, 2021, 7:00 P.M.

**LOCATION: Tappahannock Town Office, 915 Church Lane
Tappahannock, VA 22560**

PLEASE FIND ENCLOSED THE FOLLOWING:

1. Agenda
2. Agenda Notes
3. Water and Sewer Report
4. Town Manager Report
5. Committee Assignments

ask \$5k for concert series one time
donation to ~~MANA~~ be self sustaining



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TOWN COUNCIL AGENDA JULY 12, 2021 7:00 P.M.

Mayor
Roy M. Gladding

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

1. Call to order
2. Reading and approval of the June 14, 2021, 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 June 2021
 - 4.3. Town Manager monthly report
 - 5.0. New Business

5.1. Committee Assignments 2021-2022

Mayor Gladding should appoint the council members to their new committee assignments for the fiscal year 2021-2022

5.2. Essex County Museum & Historical Society

The Museum has requested an additional \$5,000 for exterior renovations and development of their new courtyard.

Topic: Town Council Meeting

Time: Jul 12, 2021, 07:00 PM Eastern Time (US and Canada)

Watch the meeting virtually via the Town's Youtube Channel. A scheduled live stream link will be available on the Town's website <https://tappahannock-va.gov/government-1>

For in person social distancing is required and masks are not required if you are fully vaccinated.



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AGENDA NOTES TOWN COUNCIL MEETING JULY 12, 2021

Mayor
Roy M. Gladding

Town Council
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Fleet Dillard
Kenneth A. Gillis
Troy L. Balderson
Anita J. Latane

Council should consider the approval of the following minutes:

June 14, 2021, Council Meeting Minutes

***ACTION NEEDED: MOTION**

Council should consider the approval of the financial report for the month of June 2021.

***ACTION NEEDED: MOTION**

Council should consider the approval of the request for an additional \$5,000.00 for exterior renovations and development from the Essex County Museum and Historical Society

***ACTION NEEDED: MOTION**



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PUBLIC WORKS & TREATMENT PLANT REPORT

07-12-2021

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Public Works: Maintenance Department repaired two water lines, located at Heron Point and Prince Street. The staff is reading water meters for this billing cycle and continuing with grass cutting duties.

Treatment Plant: All test results were within compliance limits with no violations.

Sanitary Department. They had some truck mechanical issues again however trash pickup was maintained.



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MEMORANDUM

Town Manager Report 7/12/2021

- Rob Mangrum scheduled a visit on Tuesday July 13th to analyze the status of our sewer lines and pump stations. This information will be produced in a report for USDA Rural Development. This additional work will be paid for by a USDA-RD grant Council approved a few months ago. Rob hopes to complete this report by early September of this year.
- The costs on replacing the sewer line in Hoskins Creek came in much less than expected. Dennis and I met to discuss upgrades to pump stations we could use the remaining loan funds on. These would be upgrades we already planned to borrow money for this fiscal year in the pump station renovation project.
- I've reach out to our comparison communities for their participation in a pay study. We reached out to Ashland, Colonial Beach, Cape Charles, Kilmarnock, Smithfield, Warsaw, West Point, and Windsor. We have only received responses from Ashland, Cape Charles, Kilmarnock, and West Point. I will be working on a report and presentation for Council. The goal is to have this completed for the September Council meeting with some recommendations on staffing and pay.
- Tappahannock Main St. is receiving free conceptual designs services for the St. Margaret's park from VA Main Street. Both anticipates the park design will be completed by mid-August.
- Every third Thursday from July - November downtown Tappahannock will be filled with artistic masterpieces from local and regional artists. Enjoy live entertainment and delicious food and drinks while exploring the businesses downtown. These third Thursday events will be hosted by Tappahannock Main Street.
- The entrance sign has been delivered to the vendor. The Public Facilities Committee is working with a landscaper who specializes in designs for entrance signs. We are waiting for a recommendation from the landscaper on a design before moving forward with installation.

TOWN COUNCIL COMMITTEES FOR 2021-2022

CEMETERY	*LATANE & CARLTON
FINANCE	*JENKINS & BALDERSON
PUBLIC FACILITIES RECREATIONS	*BALDERSON & DILLARD
POLICE	*BALDERSON & CARLTON
STREETS, ALLEYS, GRASS	*GILLIS & CARLTON
STREET LIGHTS, SIDEWALKS	*LATANE & GILLIS
PUBLIC GRANTS	*JENKINS & LATANE
SOLID WASTE MANAGEMENT	*BALDERSON & LATANE
ECONOMIC DEVELOPMENT	*BALDERSON & CARLTON
PUBLIC SAFETY	*JENKINS & BALDERSON
AIRPORT	*JENKINS & LATANE
WATER & SEWER	*BALDERSON & GILLIS
PERSONNEL	*BALDERSON & DILLARD
REVITALIZATION	*LATANE & DILLARD
*CHAIRMAN	