

**TOWN COUNCIL MEETING
DECEMBER 12, 2022
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:	Dianna Lank
Chief of Police:	James G. Ashworth, Jr.

This meeting was conducted by zoom.

CAKLED TO ORDER

Mayor Gladding called the meeting to order.

On motion of Troy L. Balderson, seconded by Anita J. Latane, Council voted unanimously to approve the November 14, 2022, Council Meeting Minutes. MINUTES APPROVED

Votes were cast as follows:

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

COMMITTEE REPORTS

Mayor Gladding recognized Council Member Gillis.

Council Member Gillis water/sewer report is as follows:

Wastewater Treatment Plant

WATER/SEWER REPORT

-Average Effluent Flow for November was 304,000 gallons per day for a total of 9,108,000 gallons being treated.

-All nutrient results received at time of writing are within our permitted limits.

-DMR will be submitted to DEQ by 12-10-2022.

-Water Usage Reports were submitted to VDH on 12-1-2022 with a total of 7,984,000 gallons of water being used in the month of November.

Public Works Report

- All the manholes located at Essex Shopping Center were clogged, had to clear them
- 11 manholes on Sycamore Drive were clogged, had to clear them
- No water leaks

Mayor Gladding asked for any comments.

Council Member Balderson asked what caused the manholes to be clogged.

Town Manager Pollitt stated that there are some grease issues that are being addressed by increasing the amount of chemical we use.

Mayor Gladding recognized Council Member Balderson.

Council Member Balderson public facilities report is as follows:

December Public Facilities Report

PUBLIC FACILITIES REPORT

- 1 playground setup with 2 color combo options
- Committee is reviewing building designs for the Central Park

Council Member Balderson asked Mayor Gladding if it was okay to discuss the Tappahannock Central Park Playground.

Council Member Balderson stated that located in the council members packet is two color schemes options for their consideration midnight blue/orange and a green/midnight blue for the Tappahannock Central Park Playground.

TAPP
CENTRAL
PARK
PLAYGROUND
DISCUSSED

Council Member Carlton stated that she feels that the blue slide would absorb the heat therefore she is favor of the orange slide. She stated that she is not in favor of the orange poles either she prefers the gray poles.

Town Manager Pollitt showed the Town Council members the proposed playground equipment on the monitor.

Council Member Balderson asked if everyone was okay with the orange color slides and the midnight blue and then we can make some tweaks to the poles and other things.

On motion of Kenneth A. Gillis, seconded by Anita J. Latane, Council voted for the orange color slides and the blue color scheme for the playground equipment at the Tappahannock Central Park.

Mayor Gladding asked for any discussion.

Council Member Dillard stated that he feels the green color scheme is more aesthetically pleasing color than orange in the overall outlay of the playground.

Council Member Barrett asked what type of material the slides were made of.

Council Member Balderson stated that it is make out of a poly material.

Council Member Dillard stated that it is important to note from a committee level that they were presented with a lot of colors and you can get inundated with color choices. He stated that there has been a lot of discussion about the color choices but he hopes regardless of the color the playground that the design is satisfactory. He discussed the playground design and colors.

Council Member Carlton asked Council Member Dillard if he was suggesting neon green for the slides instead of the orange or are you referring to another color green.

Council Member Dillard stated that he is not in favor of a neon green or a bright orange.

There was some discussion regarding the playground design.

Town Clerk Scates asked for clarification of the motion from Mayor Gladding.

Mayor Gladding stated that the motion was for the orange slides only and not the midnight blue.

After listening to the tape recording of the minutes, it was determined that the motion was:

On motion of Kenneth A. Gillis, seconded by Anita J. Latane, Council voted for the orange color slides and the midnight blue color scheme for the playground equipment at the Tappahannock Central Park.

COUNCIL
VOTED
ON
PLAYGROUND
EQUIPMENT
AT
TAPP
CENTRAL
PARK

Votes were cast as follows:

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

Mayor Gladding recognized John Harvey, Tappahannock Main Street.

John Harvey, Tappahannock Main Street stated there are four different pillars that Tappahannock Main Street is working on the promotion, economic vitality, design, and bring back the committee organizational structure. He stated that right now they are in review and reflection of what was accomplished in 2022 and what they want to accomplish in 2023. He expressed their need for active board members for key positions and he discussed some things they are working on.

TAPP
MAIN
STREET

Council Member Dillard asked what Tappahannock Main Streets involvement in receiving any renditions of artwork of the properties effected by the fire on Prince Street.

John Hardy stated that the properties on Prince Street effect by the fire are privately owned. He stated that there will be a shared google file and anytime someone brings a rendition of artwork or any other type of document to Tappahannock Main Street that they would like to share they scan it and put it in that file for any interested parties.

Council Member Carlton express her concern about following up with the property’s owners to make sure they are aware of the information that is in that file and perhaps assist them with making contacts.

After much discussion the Tappahannock Main Street organization was asked to reach out to the property owners’ effect by the Prince Street fire and follow up to make sure that they are aware of the documents received.

Mayor Gladding thanked everyone who participated in the decorating of Prince Street.

Mayor Gladding recognized Vice Mayor Latane.

Vice Mayor Latane stated that she met with Town Manager Pollitt and reviewed the financial report. She stated that we are looking good in the lodging taxes and real estate taxes and personal property taxes are still coming in. She stated that overall, we are good shape.

FINANCE

Mayor Gladding asked for any comments.

On motion of Kenneth A. Gillis, seconded by Troy L. Balderson, Council voted unanimously to approve the financial report for the month of November 2022.

FINANCIAL REPORT APPROVED

Votes were cast as follows:

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

Mayor Gladding asked for any comments or questions.

Council Member Dillard stated that he would like some clarification regarding the figures under the total revenue column regarding Estimated Budget column to date from July-November compared to the figures in the Actual budget to date column. He feels that there are some discrepancies but it may be just how the numbers are presented or it may be the accuracy of the timeframe.

FINANCIAL REPORT DISCUSSED

Town Manager Pollitt reviewed the figures in the columns and explained that the reason why the fund revenue column is not up to the 41 percent is because taxes are still coming in.

Council Member Dillard stated that the confusion for him is the column that states the Estimated 2022/2023 Budget to Date July-November column says July to November when it is the estimated budget for the whole year not July – November. He stated that it is stated that way for the report of General Government Capital Fund, Water and Sewer Fund, and Water and Sewer Capital Fund

Mayor Gladding stated that the column is labeled wrong and it needs to be changed.

Council Member Dillard stated that he would vote in favor to approve the financial report but its not the numbers it is the labeling needs to change because it is not accurate.

There was some discussion.

Mayor Gladding asked the financial committee to work with Town Manager Pollitt to correct the labeling on the financial report.

Mayor Gladding stated that everyone has a copy of Town Managers Pollitt report as follows:

MEMORANDUM

TOWN MANAGER REPORT

Town Manager Report 12/12/2022

- The Mayor and I met with the Virginia Institute of Government to plan for a Council Retreat in early 2023. They have facilitators who are knowledgeable about local government. The goal of the retreat is to identify high-level priorities and set goals for the upcoming 2 years.
- The Town’s application for VDOT Recreation Access grant funds was reviewed by the CTB in December. Ricky Wiatt and I attended the meeting in Richmond. We received correspondence from VDOT Wednesday December 7th which anticipates approval of funds early next year.
- CHA who is working on the downtown sewer system rehab project provided us an update. There are more sections of pipe that need to be open cut replaced than expected. These will be top priority and Phase 1 of the project. CHA’s goal is to begin work on Phase 1 by no later than Summer of 2023 while we wait to hear from DEQ on their pool of ARPA funding which we are apply for.
- Roughly 40 water meters have yet to be installed. Almost all of the remote shutoff meters have been installed. We are expecting the online customer portal to be up and running early next year. Staff intends to notify residents in the upcoming utility bill the 10% late penalty will take effect January 1st, 2023. This late penalty ordinance was adopted at the June 13th Council meeting to take effect the new fiscal year once the new meter reading system and online customer portal are active.
- Connie Dalton, Community Development Director is working with the Planning Commission to have the new zoning map and comprehensive plan ready for adoption by Council early next year.

Mayor Gladding asked for any comments.

Town Manager Pollitt reviewed some of the items on the Town Managers report.

Mayor Gladding stated that the council should consider ratify the rates for the 2023 Business License in the Town of Tappahannock. Staff is recommending no rate revision in FY 2023. Effective January 1, 2023.

COUNCIL VOTED TO APPROVE BPOL RATES FOR 2023

On motion of Anita J. Latane, seconded by Fleet Dillard, Council voted unanimously that the Business License Rates (BPOL) would remain the same for the year 2023 to become effective January 1, 2023.

Votes were cast as follows:

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

Mayor Gladding stated that council should consider accepting the abstract of votes from the Electoral Board for the 2022 election year. Mayor Gladding stated that he has before him a certified abstract of votes. (See Exhibit “A”)

COUNCIL VOTED TO ACCEPT VOTES FROM 2022 ELECTION

On motion of Troy L, Balderson, seconded by Kay Carlton council voted unanimously to accept the abstract of votes from the Electoral Board for the 2022 election year.

Votes were cast as follows:

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

Mayor Gladding recognized Carmina Taylor.

Town Manager Pollitt introduced Carmina Taylor.

Carmina Taylor stated that a family member was a pastor at First Baptist Church and some of her family is from Tappahannock. She and her family are very excited to visit Tappahannock this summer and she asked for things to do here in Tappahannock while they visited.

Mayor Gladding stated that we will review the information that was send and see if there was any other information, we could provide her with.

Mayor Gladding recognized Town Manager Pollitt.

Town Manager Pollitt did a 2022 year in review presentation by power-point. He also passed out a handout of the presentation. (See exhibit" B")

Mayor Gladding thanked Town Manager Pollitt and employees for their hard work. He also thanked the council members for all their hard work.

Mayor Gladding stated that the council members should have before them a Town Council Handbook. He feels that it is a book that has been needed for a long time. He stated that it is mainly designed for new council members but he feels that everyone should have a copy.

COUNCIL
RECEIVES
TOWN COUNCI
HANDBOOK

Council Member Dillard stated that he has one more item that he would like some clarification on. He stated that there are some businesses on the rate schedule that pay a flat fee and he would like to have it identified that it is a flat fee and it is not based on \$100.00 of the gross receipts.

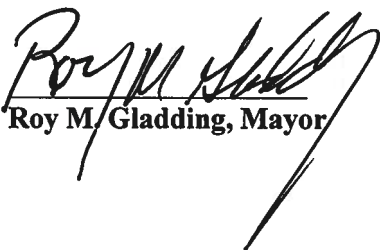
Mayor Gladding asked for any other comments.

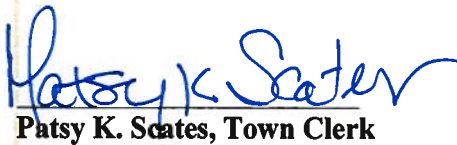
Council Member Carlton stated that she wanted to recognize the Town Administrative Staff for doing a good job.

Chief Ashworth reported that the Tappahannock Police Department officers participated in the Shop with a Cop event and it was a wonderful event.

There being no further business, the meeting was adjourned.
Track 112

ADJOURNED


Roy M. Gladding, Mayor


Patsy K. Scates, Town Clerk

