

**TOWN COUNCIL MEETING
JULY 11, 2022
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

ABSENT

Vice Mayor:	Marcia W. Jenkins
Chief of Police:	James G. Ashworth, Jr.

Mayor Gladding called the meeting to order.

CALLED TO ORDER

On motion of Troy L. Balderson, seconded by Kenneth A. Gillis, Council voted unanimously to approve the June 13, 2022, Joint Public Hearing Meeting Minutes, the June 13, 2022, Public Hearing Meeting Minutes, and the June 13, 2022, Council Meeting Minutes.

MINUTES
APPROVED

Notes were cast as follows:

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

COMMITTEE
REPORTS

Council Member Gillis reported the following on the water and sewer report:

Water & Sewer Report July 2022

- Water Meter upgrade is going well. Fortiline is waiting on delivery of more meters from the manufacturer.
- Dennis Schools, Marty Carneal, Wayne Harris, Warner Turner, and Chris Lee stepped up and worked all day Sunday on July 4th weekend on a water leak on US17 north of Airport Road. Want to recognize their hard work and dedication on a holiday weekend. This water leak was fixed as of Wednesday July 6th.
- Work on Jeanette Drive sewer line is expected to begin in July.

WATER/SEWER

Council Member Carlton thanked the maintenance crew and the Town Staff for their hard work.

Council Member Balderson reported the following on the Public Facilities:

Public Facilities

PUBLIC FACILITIES

- Discuss permit process with AES which may potentially change hard plans for Central Park

Council Member Latane stated that the Farmers Market event is scheduled for July 16, 2022, and the Third Thursday event is scheduled for July 21, 2022.

TAPPAHANNOCK
MAIN STREET

Town Manager Pollitt stated after speaking with Town Treasurer Johnson the financial report for the month of June 2022 has not been completed yet because of the end of the fiscal year close out but we should have the June and July financial reports for the council members review for the August Council meeting.

The approval for the financial report for the month of June 2022 will be tabled until the August Council Meeting.

JUNE 2022
FINANCIAL
REPORTS
TABLED

Town Manager Pollitt Town Manager report is as follows:

- *Public Facilities Committee* met with AES Consulting is starting the permit process for the park. Some details of the park may change due to permit requirements, but we expect to stick with the original design as much as possible.
- Draper Aden has set up a day trip with the Virginia Economic Development Partnership (VEDP) Director of Site Development on Thursday August 11th. This day trip would include site visits to the industrial parks of West Point, Fredericksburg, and King George.
- Summit Design plans on attending either the upcoming 3rd Thursday or Farmer’s Market event to conduct a survey of attendees for their input on what is needed for downtown revitalization.
- I attended the Virginia Association of Zoning training this month to become a Certified Zoning Administrator. The exam for this is in the fall.
- The pay study is continuing to go well. Set to meet them in July to review initial pay findings and discuss implementation options.

TOWN
MANAGER
REPORT

DRAPER
ADEN
INDUSTRIAL
PARK
SITE
VISIT

Town Manager Pollitt stated that he wanted to mention to the council members that Draper Aden has set up a day trip with the Virginia Economic Development Partnership (VEDP) Director of Site Development. This day trip would include site visits to the industrial parks of West Point, Fredericksburg, and King George.

Council Member Dillard stated that in the last Tappahannock Main Street Revitalization Committee we discussed a survey and he would like to have that survey information passed on to the rest of the council members.

Town Manager Pollitt stated that the survey will be conducted in person by Summit Design Group at the Third Thursday event and the Farmers Market but he will contact Summit Design Group and make them aware of council’s request.

There was some discussion about having the electronic survey link placed on the Town’s website and in the Rappahannock Times and having input other organizations as discussed in the Tappahannock Main Street Revitalization BDR Committee meeting.

Mayor Gladding stated that the council members should consider amending a motion to adopt the tax rates for FY 2022-2023 as set forth in the resolution to include the adoption of the FY 2022-2023 Budget and appropriation of funds to become effective July 1, 2022, as presented in the resolution. (*Motion from June 13, 2022, Council Meeting*)

On motion of Fleet Dillard, seconded by Anita Latane, Council voted unanimously to amend a motion to adopt the tax rates for FY 2022-2023 as set forth in the resolution to include the adoption of the FY 2022-2023 Budget and appropriation of funds to become effective July 1, 2022, as presented in the resolution.

MOTION TO
AMEND
MOTION
TO
INCLUDED
ADOPTION
OF FY
22-23
BUDGET

RESOLUTION
A RESOLUTION TO ADOPT THE FY23 OPERATIONS BUDGET,
SET THE TAX RATES AND APPROPRIATE FUNDS

WHEREAS, it is the responsibility of the Town Council of Tappahannock Virginia to approve and control the Town’s fiscal plan for Fiscal Year 2023; and,

WHEREAS, the Town Council has received numerous staff reports; has reviewed each request for funding; and has received comments from residents at a duly advertised public hearing on May 9th, 2022; and

NOW, THEREFORE, BE IT RESOLVED by the Town Council of Tappahannock Virginia this 13th day of June 2022, that the Town of Tappahannock budget totaling **\$6,853,100** is adopted and the tax rates for Fiscal Year 2023 or July 1st 2022– June 30th 2023 set as given below:

2022 TOWN TAX RATES

Real Estate	\$0.09 per \$100 of assessed value
Mobile Homes	\$0.09 per \$100 of assessed value
Public Service Corps.	\$0.09 per \$100 of assessed value
Personal Property (Residential)	\$1.25 per \$100 of assessed value

Personal Property (Business) \$0.40 per \$100 of assessed value
 Machinery and Tools \$0.40 per \$100 of assessed value

BE IT FURTHER RESOLVED that the Town Council does hereby budget and appropriate to the TOWN OF TAPPAHANNOCK GENERAL FUND OPERATING BUDGET the following revenues and expenditures:

REVENUES

Real Property Tax	255,915
Personal Property Tax	230,160
Penalty & Interest	2,730
Other Local Taxes	3,230,600
Permits/Fees/Licenses	1,745
Fines & Forfeitures	13,440
Use of Money & Property	72,800
Charges for Services	211,815
Non-Revenue Sources	683,895
State Aid	122,170
Federal Aid	<u>\$0,000</u>
TOTAL REVENUE	\$4,825,270

EXPENDITURES

General Government	1,180,555
Police	1,048,865
Fire & Rescue	118,790
Public Works	1,003,235
Unclassified	367,495
Water & Sewer Transfer	345,000
Capital Projects Transfer	538,820
Debt Service	<u>222,510</u>
Total Expenses	\$4,825,270

BE IT FURTHER RESOLVED that for budgeting and accounting purposes, the adopted budget revenues and expenditures for the Capital Improvements Funds are set as follows:

General Government Capital Improvement Projects Fund Revenues*

Grant Revenue	\$645,960
Loan Proceeds	\$1,566,950
Local Use of CIP Reserves	\$38,690
Local Use of General Fund Balance	<u>\$513,820</u>
TOTAL	\$2,765,420

General Government Capital Improvement Projects Fund Expenditures

Police Department	\$194,715
Public Works	\$394,445
Community Development	\$115,000
Parks & Recreation	\$2,036,260
Surplus/ Capital Reserve	<u>\$25,000</u>
TOTAL	\$2,765,420

Water & Sewer Capital Improvement Projects Fund Revenues*

Grant Revenue	\$25,000
Loan Proceeds	\$67,670

Local Use of CIP Reserves	\$85,000
Local Use of General Fund Balance	<u>\$25,000</u>
TOTAL	\$202,670

Water & Sewer Capital Improvement Projects Fund Expenditures

Water and Sewer Capital Improvements	\$177,670
Surplus/ Capital Reserve	<u>\$25,000</u>
TOTAL	\$202,670

*Capital fund revenues are supplemented by transfers from the General Fund.

American Rescue Plan Act Capital Improvement Projects Fund Revenues

Round 1 of ARPA Funds	\$1,200,332
Round 2 of ARPA Funds	<u>\$1,246,057</u>
TOTAL	\$2,446,389

American Rescue Plan Act Capital Improvement Projects Fund Expenditures

Water Meter Upgrade Project	\$880,000
Sewer Rehab Project	\$1,350,114
Contingency	<u>\$216,275</u>
TOTAL	\$2,446,389

BE IT FURTHER RESOLVED that for budgeting and accounting purposes, the adopted budget revenues and expenditures for the TOWN OF TAPPAHANNOCK CEMETERY FUND OPERATING BUDGET are set as follows:

	Revenues		Expenses
Balance Forward	\$5,000	Legal & Recording of Deeds	\$800
Sale of Lots	\$6,000	Lights	\$500
Interest	<u>\$500</u>	Grounds Maintenance	<u>\$10,200</u>
Total Revenue	\$11,500	Total Expenses	\$11,500

FINALLY BE IT RESOLVED that for budgeting and accounting purposes the adopted budget revenues and expenditures for the TOWN OF TAPPAHANNOCK WATER & SEWER ENTERPRISE FUND OPERATING BUDGET are set as follows:

	Revenues		Expenses
Water Usage Revenue	\$447,165	Personnel Sub-Total	\$714,705
Sewer Usage Revenue	\$1,092,520	Operations Sub-Total	\$613,625
Misc. Revenue Sub-Total	\$143,145	Debt Service Sub-Total	<u>\$699,500</u>
Transfer from General Fund	<u>\$345,000</u>	Total Expenses	\$2,027,830
Total Revenue	\$2,027,830		

Adopted this 13th day of June 2022 by the
Town of Tappahannock Virginia

Votes were cast as follows:

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

COUNCIL COMMITTEE Mayor Gladding stated that the Town Council Committees for 2022-2023 will remain unchanged.
FOR 22-23
WILL REMAIN
UNCHANGED

On motion of Troy L. Balderson, seconded by Kay Carlton, Council voted unanimously to reappoint Eric Pollitt as Town Manager, Subdivision Administrator and Zoning Administrator for a two-year term beginning July 1, 2022, and ending June 30, 2024.

ERIC POLLITT REAPPOINTED AS TOWN MANAGER SUBDIVISION ADMINISTRATOR AND ZONING ADMINISTRATOR

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 Fleet Dillard, seconded by Anita J. Latane, Council voted unanimously to reappoint Faye D. Johnson as Town Treasurer and Records Manager for a two-year term beginning July 1, 2022, and ending June 30, 2024.

FAYE JOHNSON REAPPOINTED AS TOWN TREASURER & RECORDS MANAGER

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 Kenneth A. Gillis Council voted unanimously to reappoint Patsy K. Scates as Town Clerk for a two-year term beginning July 1, 2022, and ending June 30, 2024.

PATSY SCATES REAPPOINTED AS TOWN CLERK

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 Kenneth A. Gillis, seconded Anita J. Latane, Council voted unanimously to reappoint James G. Ashworth, Jr. as Chief of Police for a two-year term beginning July 1, 2022 and ending June 30, 2024.

JIM ASHWORTH REAPPOINTED AS CHIEF OF POLICE

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 Fleet Dillard, Council voted unanimously to reappoint Diane M. Lank as Town Attorney for a two-year term beginning July 1, 2022, and ending June 30, 2024.

DIANE LANK REAPPOINTED AS TOWN ATTORNEY

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 Fleet Dillard, seconded by Kay Carlton, Council voted unanimously to appoint Roy M. Gladding, Eric Pollitt, and Anita J. Latane as non-voting members of the Tappahannock Planning Commission for a two-year term beginning on July 1, 2022, and ending June 30, 2024.

NON VOTING MEMBERS OF PC APPOINTED

Votes were cast as follows:

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

Mayor Gladding stated that the council members should consider an appointment from among its members to the Middle Peninsula Planning District Commission for a term of one year to expire on June 30, 2023.

On motion of Kenneth A. Gillis, seconded by Anita J. Latane, Council voted unanimously to appoint Fleet Dillard as Middle Peninsula Planning District Commission for a term of one year to expire on June 30, 2023.

DILLARD APPOINTED AS MPPDC FOR A TERM TO EXPIRE JUNE 30, 2023

Votes were cast as follows:

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

Mayor Gladding stated that Vice Mayor Jenkins term as Vice Mayor ends on June 30, 2022. Council should elect a Vice Mayor from among its members for a two-year term.

ANITA
LATANE
APPOINTED
VICE
MAYOR

On motion of Kenneth A. Gillis, seconded by Fleet Dillard, Council voted unanimously to appoint Anita J. Latane, as Vice Mayor for a two-year term beginning July 1, 2022, and ending on June 30, 2024.

Votes were cast as follows:

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

Mayor Gladding stated that council should consider adopting the VACORP Insurance Resolution and the approval of the VACORP Insurance documents and grant Town Manager authority to sign and execute documents.

Town Manager Pollitt stated that VACORP Insurance has the same type of coverage as the current insurance company and there is no lapse in coverage but we could save over \$20,000.00 and use those funds for other projects. He stated that VACORP Insurance needs the documents for their records so we can proceed on with the transfer of the insurance companies.

COUNCIL
ADOPTS
VACORP
RESOLUTION

On motion of Troy L. Balderson, seconded by Anita J. Latane, Council voted unanimously to adopt the following VACORP resolution:

**RESOLUTION TO ADOPT THE MEMBER AGREEMENT TO JOIN
THE VIRGINIA ASSOCIATION OF COUNTIES
GROUP SELF INSURANCE RISK POOL**

WHEREAS, Town of Tappahannock desires to protect against liability claims and property losses and to provide for payment of claims or losses for which it may be liable; and

WHEREAS, the Virginia Association of Counties Group Self Insurance Risk Pool, aka VACORP, has been established pursuant to Chapter 27 (§ 15.2-2700 et seq.) and Title 15.2 of the code of Virginia; and

WHEREAS, it is desirable for Town of Tappahannock to join the Virginia Association of Counties Group Self Insurance Risk Pool in order to provide a method of risk sharing for liability, workers' compensation and property losses;

NOW, THEREFORE, BE IT RESOLVED that the governing body of Town of Tappahannock hereby agrees to the member agreement entitled "Member Agreement for Virginia Association of Counties Group Self Insurance Risk Pool" which creates a group fund to pay liability and workers' compensation claims and property losses of the counties and other local agencies joining the Group, and we acknowledge we have received a copy of the pertinent Plan and supporting documents.

BE IT FURTHER RESOLVED that the Eric Pollitt, Tappahannock Town Manager is authorized to execute the member agreement to join the Virginia Association of Counties Group Self Insurance Risk Pool and to act on behalf of Town of Tappahannock in any other matter relative to the Group.

This the 11th day of July 2022.

Resolution – VACORP Insurance

Votes were cast as follows:

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

COUNCIL
ADOPTS
VACORP
INSURANCE
DOC AND
GRANTS
POLLITT
AUTHORITY
TO SIGN
AND
EXECUTE
DOCUMENTS

On motion of Troy L. Balderson, seconded by Kay Carlton, Council voted unanimously to approve the VACORP insurance documents and grant Town Manager Pollitt the authority to sign and execute documents.

Votes were cast as follows:

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

Mayor Gladding stated that the council members should consider the \$10,000.00 façade donation request from the DAW Theater.

Town Manager Pollitt stated that the DAW Theatre requested the funds from the façade grant but they were not eligible because non-profits can not apply for the façade grant. He stated that grants are available in the contingency line if council so desires.

On motion of Fleet Dillard, seconded by Kay Carlton, Council voted unanimously to provide the funds of \$10,000.00 to the DAW Theatre.

COUNCIL
VOTED TO
PROVIDE
FUNDS
TO DAW
THEATRE

Votes were cast as follows:

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

Mayor Gladding stated that council should consider AES Consulting Engineers Service contract for Central Park Project. He stated that the information is located in the council member's packet.

On motion of Anita J. Latane, seconded by Troy L. Balderson, Council voted unanimously to approve the AES Consulting Engineers Service contract for the Central Park Project.

COUNCIL
VOTED TO
APPROVE AES
CONSULTING
ENGINEERS
SERVICE
CONTRACT FOR
CENTRAL PARK
PROJECT

Votes were cast as follows:

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

Mayor Gladding asked for any more comments or questions.

Council Member Gillis asked what the status was of the fence located at the old Airport on Airport Road.

Town Manager Pollitt stated that they are working on receiving quotes for repairing the fence. Mayor Gladding asked for any comments or questions.

There being no further business, the meeting was adjourned at 7:26 p.m.

ADJOURNED

Track 99


Roy M. Gladding, Mayor


Patsy K. Scates, Town Clerk

