

**TOWN COUNCIL MEETING
MARCH 14, 2022
7:00 P.M.**

PRESENT

Mayor:	Roy M. Gladding
Council Members:	Kay Carlton Kenneth A. Gillis Troy L. Balderson (zoom) 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
Council Member:	Fleet Dillard

VISITORS:

Katherine Newman, Bay Transit	John Harvey, Tappahannock Main Street
Randy Shuford, DAW Theater	Meg Hodges, Essex Museum
Robert Lafollette, Essex Library	Yvonne Vaughan, Tapp Planning Commission
Elaine Hilowitz, Tapp Planning Commission	

The meeting was held by zoom.

Mayor Gladding called the meeting to order.

CALLED TO ORDER

Mayor Gladding recognized Katherine Newman, Bay Transit.

Katherine Newman, Bay Transit gave the council members a description and justification of the funding needs for Bay Transit. She stated that they are requesting \$5,222.00 from the Town of Tappahannock to continue the services Bay Transit provides.

Randy Shuford, DAW Theater Foundation updated the council members with the projects that is currently taking place. He gave the council members a description and justification of the funding needs for the DAW Theater. He stated that they are requesting \$10,000.00 from the Town to help with the rebuild.

NONPROFIT ORGANIZATION

Council Member Carlton asked if he had a plan, he could share with the council members.

REQUESTED

Randy Shuford, DAW Theater stated that he does not have a drawing to share with the members at this time.

FUNDS

There was some discussion.

Meg Hodges, Essex Museum & Historical Society reviewed their strategic goals, 2021 highlights with emphasis on what projects were completed due to the town's contribution, 2022 growth and program expansion plans, and the FY 23 budget request to support expanded community outreach. She stated that they are requesting \$8,500.00 for construction projects.

John Harvey, President Tappahannock Main Street reviewed the program highlights, the number of online views and visits, their financial status, and how many volunteers they currently have and their service hours. John discussed the grants they had been awarded and how thankful they were for their generous event sponsors. They are requesting \$14,750.300 in addition to \$40,000.00 annually.

Robert Lafollette, Essex Library reviewed the description and justification of the funding needs of the library. They are requesting \$6,000.00 to help continue to provide library services to the citizens.

Mayor Gladding stated that concludes the comments from the non-profit organizations requesting funds for the FY 2023 budget.

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

PLANNING COMMISSION MEMBERS UPDATED COUNCIL ON COMP PLAN

Yvonne Vaughan, Chair of the Planning Commission updated the council members on some of the changes to the comprehensive plan they had been working on.

Elaine Hilowitz, Member of the Planning Commission updated the council members on some the changes to the transportation section of the comprehensive plan they are working on.

Council Member Carlton thanked the commission for all their hard work.

Mayor Gladding recognized Town Manager Pollitt.

Town Manager Pollitt remind the council members that one of their retreat goals was staff pay. He stated that the firm HR Extension, Inc (HREI) was awarded the lowest bid and he feels that they will be a good fit to conduct a comprehensive compensation pay study.

Deborah Babcock Daley HR Extension, Inc (HREI) reviewed the comprehensive compensation study overview with the council members as follows:

HR
EXTENSION
DISCUSSED
TOWN PAY
STUDY
JDATE

Town of Tappahannock Comprehensive Compensation Study Overview and Timeline

<u>Milestones</u>	<u>Timeframe</u>
1. Initial Meeting with Key Staff <ul style="list-style-type: none"> • Collect pertinent information or soft copies prior 	mid-April
2. Job Descriptions <ul style="list-style-type: none"> • Discuss any changes with managers • Create/update current descriptions • Legal review 	April/May
3. Compensation Survey Design/Delivery <ul style="list-style-type: none"> • Create benchmark descriptors • Distribute survey 	May
4. Compensation Review and Philosophy <ul style="list-style-type: none"> • Evaluate and review standing in Market • Review pay practices and internal equity • Discuss and create philosophy for Tappahannock 	May
5. Market Analysis and Results <ul style="list-style-type: none"> • Analyze results • Create compensation structure/scale • Salary Recommendations • Initial report 	June/July
6. Personnel Manual and Policies <ul style="list-style-type: none"> • Update and create compensation-related ones 	July
7. Final Report <ul style="list-style-type: none"> • Including implementation timeline • Talking points for employee communication 	August
Project Timeframe	3 - 4 months

Note:

Estimated completion time of approximately 3 months (includes survey distribution and completion time)

Mayor Gladding asked for any comments or questions.

Council Member Gillis asked if it was correct that the Town is hiring a firm to conduct a study to see what each employee's salary should be.

Town Manager Pollitt stated that it was a third party doing an independent analysis who will be reaching out to other communities to get an accurate survey of what other employee's salaries.

Council Member Gillis questioned why we would need to hire a firm. He feels that it is a waste of money, that money should go to the employees.

Town Manager Pollitt stated that he does not have the staff resources to conduct the research because Council has the town staff working on various other projects already.

There was some discussion.

Mayor Gladding recognized Town Manager Pollitt.

COMMITTEE REPORTS

Town Manager Pollitt reported:

- We have signed off on a demolition proposal to take down the house on the Earl St. side of Central Park. This should happen in the next 60 days. Gavin Robey with AES Consulting provided me with an update. They have been working on surveying and other related field work.
- The *Revitalization Committee* is meeting later this month with Beth Sharpe Tappahannock Main St. Director to begin the planning process for the revitalization planning grant. Local business owners will participate in this process as well.
- The town was awarded at total of \$56,546 for the Police Department to acquire mobile data terminals (MDTs). These grants required no match. The funds need to be spent before the end of the fiscal year. The Chief and I are working together on ordering the equipment.
- 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. Council is invited to the potential site location at the old airport on 110 Commerce Road on March 30th between the hours of 5-6pm. No action will be taken at that time. It is an opportunity for council to see the site and ask questions.
- Employee pay study will begin in April or May. The firm will evaluate job descriptions while reaching out to comparison communities for pay information. The study is expected to be complete by August.
- A joint Economic Development Summit will take place Thursday March 24th at 6pm. The summit will involve the *Economic Development Committee*, Board of Supervisors, Tappahannock Main St., and other community stakeholders. The goal of the meeting is reviewing themes emerging from the preliminary survey, identifying priorities, resolve ownership of priority projects, and craft a plan of action moving forward.
- Water meter upgrade project will have a kickoff meeting later in March. Frank and I are working together to schedule a date and time, then we will let the *Water & Sewer Committee* know.
- Sewer I&I rehab project is underway. Oliver is identifying our manholes to be GPS electronically by the engineering staff. The engineering staff will be checking for flows in manholes and eventually inspecting them with cameras. We are shooting for field work to be completed by spring and start work in the fall.

TOWN MANAGER REPORT

Mayor Gladding stated that the water and sewer committee report is in the packet, and he asked Council Member Gillis if he had any comments.

WATER SEWER REPORT

Council Member Gillis had no comments.

Mayor Gladding asked Council Member Balderson if he had any comments on public facilities.

PUBLIC FACILITIES

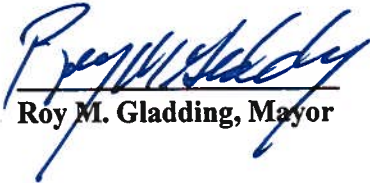
Council Member Balderson reported that he and Town Manager Pollitt are working on a public water access planning grant for several public facility assets that the Town owns along with Essex County.

Mayor Gladding recognized Council Member Latane.

FINANCE Council Member Latane stated that she and Town Manager Pollitt had met and reviewed the financial report. She stated that everything is running smoothly.

Mayor Gladding stated that concludes the council agenda presentation items. He stated that we will table the other items until the April 11, 2022, meeting.

ADJOURNED There being no further business, the meeting was adjourned at 8:05 p.m.
Track 85


Roy M. Gladding, Mayor


Patsy K. Scates, Town Clerk