

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

PRESENT

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

VISITORS:

John Harvey, Tappahannock Main Street
Ricky Wyatt, VHB
Laura Sellers, Commonwealth Transportation Board

Mayor Gladding called the meeting to order.

CALLED TO ORDER

On motion of Troy L. Balderson, seconded by Anita J. Latane, Council voted unanimously to approve the **MINUTES**
October 11, 2022, Council Meeting Minutes. **APPROVED**

Notes were cast as follows:

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

COMMITTEE REPORTS

Mayor Gladding recognized Council Member Gillis.

Council Member Gillis water and sewer report is as follows:

WATER/SEWER

Wastewater Treatment Plant Report 10-2022

- Average Effluent Flow for October was 294,000 gallons per day.
- All nutrient results received at time of writing are within our permitted limits.
- DMR will be submitted to DEQ by 11-10-2022
- Water Usage Reports were submitted to VDH on 11-1-2022 with a total of 8,381,000 gallons of water being used in the month of October.

Public Works Report

- Finishing the installation of water meter boxe
- Leak at 707 Pegram Lane
- Couple pipes broke from Fortiline changing meters, however they did repair them
Food Lion
1219 Sycamore
- Read meters

No sewer updates

Mayor Gladding recognized Council Member Balderson.

PUBLIC FACILITIES

Personnel Committee

Personnel Committee met and reviewed the Town Managers performance evaluation for the year.

Civil War Memorial Committee

Civil War Memorial committee has been working to finish the memorial contextualization plaque and the cap for the memorial itself. The committee will need to meet this month to review some new information.

TAPP
HANNOCK
MAIN STREET

John Harvey, Tappahannock Main Street reported that the Third Thursday events just finished up for the year. He reported on the upcoming Winterfest events, Trunk or Treat event on Prince Street and business forum events coming up. He also discussed about their need for board members.

Mayor Gladding recognized Vice Mayor Latane.

FINANCE

Vice Mayor Latane reported that she met with Town Manager Pollitt and reviewed the financial report. She reported that revenues are looking good and the revenues are coming in.

FINANCIAL
REPORT
APPROVED

On motion of Fleet Dillard, seconded by Kay Carlton, Council voted unanimously to approve the financial report for the month of October 2022.

Votes were cast as follows:

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

Mayor Gladding stated that the council members have a copy of the Town Manager Pollitt report in their packet. He asked if anyone had any questions or needed any clarification. There were no comments.

TOWN MANAGER
REPORT

Town Manager Report 11/14/2022

- A joint meeting involving the Town of Tappahannock and Essex County has been scheduled for November 15th at 7 PM. This meeting will take place at the Essex County School Board Office meeting room. The joint tourism reveal will be presented by Consociate Media, a marketing firm hired on behalf of the Town and Essex County. Consociate Media will reveal the newly designed joint tourism logo and website. Please let me know if you are available to attend this presentation. The staff involved with this effort think the elected officials will be very pleased and excited about the deliverables Consociate Media has produced.
- Town Engineers' VHB and Town Staff met with our VDOT Commonwealth Transportation Board (CTB) Member on site of the Hoskins Creek property. This served as an overview of the project to regrade & resurface the entrance. The Town's application for grant funds is set to be reviewed by the CTB in December, with hopeful approval early next year.
- CHA met with Oliver and I in October to discuss the next steps for the downtown sewer system rehab project. CHA's goal is to begin work by no later than Fall of 2023.
- A preliminary review of park plans is being conducted by Town, County, and VDOT staff. Marty and I met with Tennis Courts Inc. to discuss pickleball court options.
- Roughly 130 water meters have yet to be installed. Almost 100 of these are the remote shutoff meters which we just received delivery of in the last few weeks. 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.

Mayor Gladding recognized Ricky Wyatt from VHB.

Ricky Wyatt, VHB Project Manager updated the council members on the Hoskins Creek Park Project. He reported that they have completed the topographic survey, wetland delineation site visit last week, geotechnical borings are complete and a utility survey was done. He reported they are applying for grants available for this project and they are hopeful for receiving the funds. He reported that they are working on access road being built into the property.

Ricky Wyatt introduced Laura Sellers, Commonwealth Transportation Board- VDOT. He stated that she will be presenting this project to the Commonwealth Transportation Board.

Laura Sellers, VDOT-CTB introduced herself. She reported that they administer programs, grants and smart scale funding. She reported that there are lot of federal transportation programs coming out for different needs. She feels the Hoskins Creek Park entrance is a great project and she is happy to help anyway possible.

There was some discussion.

Mayor Gladding stated that council should consider approving a tax waiver for the Prince Street properties that are no longer standing due to the fire. He stated that the structures were not standing during the second half of the year and he believes that Essex County is planning on giving prorated relief. He stated that it is not on the land value just the real property (buildings). He stated it would give the property owners a break from the day of the fire until the end of the month.

On motion of Kay Carlton, seconded by Troy L. Balderson, Council voted to approve the tax waiver for the Prince Street Properties that are no longer standing due to the fire as presented.

TAX WAIVER
APPROVED
FOR
PRINCE ST
PROPERTIES
NO LONGER
STANDING
DUE TO
FIRE

Votes were cast as follows:

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

Mayor Gladding stated that council should recognize the proclamation recognizing National American Indian Heritage month.

Mayor Gladding read the following Proclamation.

**NATIONAL SOCIETY DAUGHTERS OF THE AMERICAN REVOLUTION AMERICAN INDIANS
COMMITTEE**

PROCLAMATION
RECOGNIZING
NATIONAL
AMERICAN
INDIAN
HERITAGE MONTH

Proclamation

National American Indian Heritage Month

WHEREAS, the history and culture of our great nation have been significantly influenced by American Indians and indigenous peoples; and

WHEREAS, the contributions of American Indians have enhanced the freedom, prosperity, and greatness of America today, and

WHEREAS, their customs and traditions are respected and celebrated as part of a rich legacy throughout the United States; and

WHEREAS, Native American Awareness Week began in 1976 and recognition was expanded by Congress and approved by President George Bush in August 1990, designating the month of November, as National American Indian Heritage Month; and

WHEREAS, in honor of National American Indian Heritage Month, community celebrations as well as numerous cultural, artistic, educational, and historical activities have been planned;

NOW THEREFORE, I Roy M. Gladding by virtue of the authority vested in me as Mayor of The Town of Tappahannock hereby proclaim November as the National American Indian Heritage Month, in Town of Tappahannock, Virginia and urge all our citizens to observe this month with appropriate programs, ceremonies and activities.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of Town of Tappahannock to be affixed this 14th day of November, the year of our Lord two thousand and twenty-two.

Mayor Gladding stated that the Council should consider the Rappahannock Regional Justice Academy Charter and By-Law Changes. He stated that the council should have it their packet and he believe these are some administrative changes.

Mayor Gladding recognized Town Manager Pollitt.

Town Manager Pollitt reported that in the packet there is a letter attached. He stated that the academy is where new employees are trained to be as certified officers and recertification of officers as well. He stated that all participating jurisdictions are required to approve the Charter and By-Laws changes to be able to stay included in the training and certification.

Chief Ashworth stated that it is an update from when the Rappahannock Criminal Justice Academy started.

RAPPAHANNOCK REGIONAL CRIMINAL JUSTICE ACADEMY CHARTER AND BY-LAW CHANGES APPROVED
On motion of Troy L. Balderson, seconded by Anita Latane, Council voted to approve the Rappahannock Regional Criminal Justice Academy Charter and By-Law Changes as presented.

Votes were cast as follows:

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

Mayor Gladding stated council should consider the approval of a second speed sign.

Chief Ashworth stated that he has spoken to VDOT and tentatively approval to place the speed sign across from June Parker Marina (South Bound). He stated that VDOT will send all the information regarding the site.

On motion of Fleet Dillard, seconded by Kay Carlton, Council voted to purchase a speed sign.

Council Member Dillard stated that he would like to have a discussion. After reading correspondence that are presented to the council members in the packet, he stated as far as the location of the speed sign he hopes that it is not too premature to approve the purchase of the speed sign before we reach the finality.

Chief Ashworth stated that we should be receiving the permit information in the upcoming week for an official approval. He does not feel the permit will not be approved.

Council Member Dillard asked to amend the previous motion to the following:

SIGN APPROVED (VDOT)
On motion Fleet Dillard, seconded by Troy Balderson, Council voted unanimously to purchase the traffic sign upon the approval of VDOT and the location being approved by Town Manager Pollitt and Chief Ashworth.

Votes were cast as follows:

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

Mayor Gladding stated that Council should consider purchasing tourism banners. He asked Town Manger Pollitt to comment.

Town Manager Pollitt stated that included in the council members packet is a picture of the proposed banners.

Mayor Gladding asked if the council members if they needed to approve the size and number of the tourism banners or do you need council members permission to purchase the tourism banners.

Town Manager Pollitt stated that he is requesting the council members approval for purchase of the banners. He stated that this is the cost to replace the banners that are currently in place and hardware. He stated that the total cost to purchase the banners would be about \$22,382.00.

There was some discussion.

PURCHASE OF TOURISM BANNERS APPROVED
On motion of Troy L. Balderson, seconded by Fleet Dillard, Council voted to approve the purchase of the tourism banners as presented in the amount of \$22,382.00.

Votes were cast as follows:

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

Mayor Gladding stated that everyone is aware that we loss a Council Member/Vice Mayor Marcia W. Jenkins. He stated that under the Code of Virginia Council Member/Vice Mayor Jenkins unexpired term runs until December 31, 2022. He stated that he would like to suggest council appoint our newly elected council member Carolyn Barrett to fill the term since she will be coming on the first of the year.

He suggested that Council Member Barrett will fill Council Member Marcia W. Jenkins unexpired term until expires on December 31, 2022. and then begin her elected term beginning January 2023. He reminded the council members to get sworn in before the first the year

On motion of Fleet Dillard, seconded by Anita J. Latane, Council voted unanimously to appoint Carolyn Barrett to fill the unexpired term of Marcia W. Jenkins which will expire on December 31, 2022. He stated that this appointment will take effect as of November 14, 2022.

CAROLYN
BARRETT
APPOINTED
TO FILL
UNXPIRED
TERM OF
JENKINS

Votes were cast as follows:

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

Council Member Dillard stated in September 2022 Council approved the recommendation of the Pay Study. He stated that the council members approved \$89,000.00 to be utilized for pay for Town employees and that occurred in the September Council Meeting, but since the Town Manager Pollitt is employed by the Town Council his motion is to bring Town Manager Pollitt closer to administrators in similar positions. He stated that out of this \$89,000.00 (already approved) his motion is to raise Mr. Pollitt salary from \$85,000.00 to \$93,140.00 effective October 1, 2022.

On motion of Fleet Dillard, seconded by Kay Carlton, Council voted unanimously for the Town Manager Pollitt salary increase to \$93,140.00 effective October 1, 2022.

COUNCIL
VOTED TO
INCREASE
TOWN MANAGE
POLLITT
SALARY
EFFECTIVE
10/1/22

Votes were cast as follows:

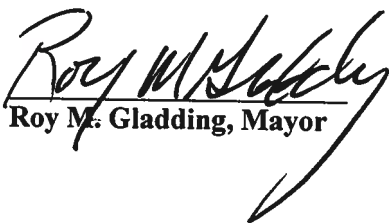
Kay Carlton:	Aye	Kenneth A. Gillis:	Aye
Fleet Dillard:	Aye	Troy L. Balderson:	Aye
Anita J. Latane:	Aye		

Town Manager Pollitt introduced Connie Dalton the Community Development Director and Zoning Administrator for the Town of Tappahannock.

Connie Dalton stated that she is excited to be here and look forward to working with the council members and if you they have any questions, please reach out to her.

There being no further business, the meeting was adjourned at 7:30 p.m.
Track 110

ADJOURNED


Roy M. Gladding, Mayor


Patsy K. Scates, Town Clerk

