

**TOWN COUNCIL MEETING MINUTES
SEPTEMBER 12, 2022
7:00 P.M.**

PRESENT

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

ABSENT

Mayor:	Roy M. Gladding
Council Member:	Marcia W. Jenkins

Vice Mayor Latane 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 August 8, 2022, Council Meeting Minutes.

MINUTES
APPROVED

Votes were cast as follows:

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

COMMITTEE REPORTS

Vice Mayor Latane recognized Council Member Gillis.

Council Member Gillis water and sewer report is as follows:

WATER/SEWER

Average Effluent Flow for the month of July was 358,000 gallons per day.

- All nutrient testing results were within our permit limits for the month.
- DMR for June was submitted to DEQ on 7-6-2022.
- Water Usage Reports were submitted to VDH on 8-1-2022 with a total of 9,590,000 gallons of water being used in the month of July.
- I calculated an estimated total Town water use to battle the fire on 7-15-2022 of 418,000 gallons.

Water Leaks

- Markham Terrance ¾ service line
- Prince Street 4" main
- Falconer Circle ¾ jumper that feeds to 2"
- Falconer Circle 1" that feeds #464
- Prince Street 2" main leaking in front of #407
- EMP = ¾ service that feeds lot 46 leaking

Vice Mayor recognized Council Member Balderson.

Council Member Balderson public facilities report is as follows:

PUBLIC FACILITIES

- Central Park

Upcoming meeting for preliminary drafts to be drawn up for contractors for bidding purposes.

- Hoskins property

VHB is working on Boaters Infrastructure Grant (BIG). Should be done early Sept.

Tourism Grant - for new logo and banners for town

- River Park

New fence completed and landscaping planned

- Main Street Building

Removing the flag poles (moving the flags), repairing, and replacing the sidewalk, and reseeding the front area

Pay Study meeting - very positive meeting and good information. Town Manager will implement this in 2 phases.

Council Member Balderson stated that he would like to discuss the proposed splash pad/play- ground equipment for the Tappahannock Central Park that were in the council member's packet.

Council Member Balderson stated that he would like to entertain a motion to move forward with the purchasing of the proposed splash pad/playground equipment for the Tappahannock Central Park because of a timeline to order.

A motion was made by Kenneth A. Gillis, seconded by Kay Carlton, for the Council members to move forward with the purchasing of the proposed splash pad/playground equipment for the Tappahannock Central Park.

Council Member Dillard thanked Tappahannock Main Street for their work with getting the proposed plans for the equipment, but he would like to have some discussion on the proposed purchase of the splash pad and playground equipment in the amount of about \$143,000.00.

Council Member Dillard stated that he likes what is proposed but asked if this was the only proposal and he asked if more will be proposed. He stated that these are preliminary drawings, what happens if changes are proposed.

Beth Sharpe, Tappahannock Main Street stated that she and Town Manager Pollitt had received a quote from another company and it was less (around \$98,000) but it was not designed for preschool aged children and the quality of the equipment was not as good as the proposed. She stated that a survey was done and playground equipment was the one thing that the community wanted. She stated that a playground could increase foot traffic in the downtown area which could increase revenues to area shops.

Council Member Balderson asked if there was any flexibility in the design of the layout and equipment.

Beth Sharpe, Tappahannock Main Street reported that there are thousands of designs to choose from, but she cut out about ninety (90) percent of them because of the "noise" factor. She stated that she can review the ten percent (10) of the designs that could have been a possibility. She reported that she had to also take into consideration the allowable space available for the equipment because it was very limited.

There was some discussion.

On motion of Troy L. Balderson, seconded by Fleet Dillard, Council voted unanimously to amend the previous motion to move forward with the purchasing of the proposed splash pad/playground equipment for the Tappahannock Central Park as presented to Council voted to have the final proposed preliminary drawings for the splash pad/playground equipment reviewed by the Town Councils Public Facilities Committee and the Beth Sharpe, Tappahannock Main Street for the Tappahannock Central Park.

Notes were cast as follows:

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

Council Member Carlton reported on the schedule of the upcoming Tappahannock Main Street events.

Vice Mayor Latane asked Town Manager Pollitt to report on the financial reports.

Town Manager Pollitt reported that the June 2022, July 2022, and August 2022 financial reports are located within the council's packet. He stated that he reviewed the financial reports with Vice Mayor Latane and there is nothing major to report.

Vice Mayor Latane asked for any comments or questions.

On motion of Troy L. Balderson, seconded by Fleet Dillard, Council voted unanimously to approve the financial reports for the months of June 2022, July 2022, and August 2022.

Notes were cast as follows:

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

COUNCIL VOTED TO HAVE FINAL PROPOSED PRELIMINARY DRAWING FOR SPLASH PAD & PLAYGROUND EQUIPMENT REVIEWED

FINANCIAL REPORTS FOR JUNE JULY & AUGUST 2022 APPROVED

Town Manager Pollitt report is as follows:

TOWN
MANAGER
REPORT

- Consociate Media would like to have a joint meeting with Essex County Board and Town Council for an unveiling and rollout of the joint tourism branding. They have developed a joint logo, website, brochure rack cards, and banners to be displayed throughout Town. The staff involved with this effort think the elected officials will be very pleased and excited about the deliverables Consociate Media has produced.
- Staff submitted the Virginia Economic Development Partnership grant application for Virginia Business Ready Sites Program. We should hear back by November about the status of our application.
- The *Personnel Committee* met on August 18th to review the pay implementation plan recommendation and study results. The *Personnel Committee* along with *Finance Committee* are recommending Council approve implementing the 1st half of the pay plan this fiscal year, then attempt to implement the remainder of the plan next fiscal year, pending the financial situation of the Town.
- VHB is working on revision for the final Boating Infrastructure Grant application submission to the state. Once the grant application is turned in, we will begin working with VDOT on the entrance and DCR on the shoreline.
- Fortiline has installed 85% of the meters on the install list. There will be ‘kinks’ that need to be worked through like any new system, but the meter will be more accurate, bills mailed out in a timelier manner, and new online customer portal.
- Dukes Contractors performed for the cleaning and camera of sewer lines downtown. This is for the downtown sewer rehab project is funded with ARPA funds. Our engineers CHA will review the video taping of the lines and determine the sources of infiltration and inflow. From this, our engineers will develop a scope of work to do sewer line and manhole sealing. CHA is working on a grant application for ARPA funds through Virginia DEQ to gain additional money for the work downtown.
- The new garbage truck was delivered late August and is now on the road. The new tractor should be delivered in the next 30 days. We have received over \$125,000 in grant monies from USDA-RD for acquiring sewer inspection cameras, garbage truck, and utility tractor.

Town Manager Pollitt reported that he met with the council members and discussed the pay study and implementation plan. He stated that there are four components to the pay plan. He reported that we have senior level department head staff that is very far behind in their salary compared to other localities, we have staff that has been with the town for a long period of time but due to the lack of addressing adequate pay they are not making to much more than the new hires, and then there is the town hall staff that they recommend going from thirty-five hours to forty hours a week which is standard, and lastly an across the board adjustment for all employees.

Town Manager Pollitt stated that he is asking for the council members to implement the first half of the pay plan this current fiscal year to be effective October 1, 2022, for employees to start to earn the new rates and then implement the second part of the plan in next years’ budget.

There was some discussion.

On motion of Troy L. Balderson, seconded by Kay Carlton, Council voted unanimously to approve the pay study and pay implementation plan as presented.

COUNCIL VOTED
TO APPROVE THE
PAY STUDY &
PAY
IMPLEMENTATION
PLAN AS PRESENTED

Notes were cast as follows:

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

Vice Mayor Latane state that council should recognize the proclamation recognizing Constitution Week.

Council Member Dillard read the following Proclamation:

WHEREAS: September 17, 2022, marks the two hundred and thirty-fifth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

PROCLAMATION
RECONIZE

CONSTITUTION WEEK WHEREAS: it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

WHEREAS: Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

NOW, THEREFORE, I Roy M. Gladding by virtue of the authority vested in me as Mayor of the Town of Tappahannock in Tappahannock, Virginia do hereby proclaim the week of September 17 through 23 as

Constitution Week

AND ask our citizens to reaffirm the ideals of the Framers of the constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Tappahannock to be affixed this 12th day of September of the year of our Lord two thousand twenty-two.

Vice Mayor Latane recognized William Croxton, Economic Development Authority.

William Croxton, EDA discussed the RAISE grant. He stated that this grant would help the community get access to the Rappahannock River. He suggested the council members to consider that June Parkers Marina become part of the one of the potential sites for public access to the water.

Wright Andrews discussed adding June Parkers Marina to one of the key sites for future development for the public access to the Rappahannock River and he discussed the benefits of adding June Parker Marina.

Vice Mayor Latane recognized Massimo Volo, Bella's Restaurant.

Massimo Volo, Bella's Restaurant discussed how he feels that the Town of Tappahannock should be helping the small business. He discussed business license fees, fees for the feather signs, meals tax fees, his utility bill, and the removal of the statue/monument on Prince Street.

Council Member Balderson addressed Mr. Volo and stated that he believes that he has valid points and concerns. He asked Mr. Volo to contact the Town Office and set up an appointment to have his concerns addressed.

Vice Mayor Latane asked if there was any more business to come before council.

Town Manager Pollitt asked the council members what their deadline is for the recommendations for the proposed splash/pad playground equipment.

After some discussion, it was decided that Town Manager Pollitt, Tappahannock Main Street Director Sharpe, and the Council's Public Facilities Committee would have a final drawing of the proposed playground equipment for the Tappahannock Central Park for council's consideration at the November 14, 2022, Council Meeting.

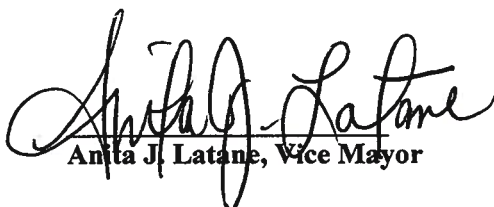
Council Member Dillard stated that he, Council Member Balderson, and Town Manager Pollitt and Mr. Akers met with Lewie Lawrence regarding the proposed parcels that could be affected by the grant. The guidelines, as presented at the meeting were limited to properties that the Town of Tappahannock and/or Essex County already owned. This initial review adhered only to properties currently owned by the public entity and did not include any private lands due to the guidelines as presented and the potential arbitrary effect of picking privately owned parcels.

After some discussion, it was determined that the June Parker Marina property could now be added as a potential site for public access to the Rappahannock River.

Vice Mayor Latane asked for any further business.

ADJOURNED

There being no further business, the meeting was adjourned at 8:15 p.m.
Track 105


Anita J. Latane, Vice Mayor


Patsy K. Scates, Town Clerk