

**TOWN COUNCIL MEETING
JUNE 13, 2022
7:05 P.M.**

PRESENT

Mayor:	Roy M Gladding
Council Members:	Kay Carlton Kenneth A. Gillis Troy L. Balderson 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

CALL TO ORDER

Mayor Gladding called the meeting to order.

MINUTES APPROVED

On motion of Troy L. Balderson, seconded by Anita J. Latane, Council voted unanimously to approve the May 9, 2022, Work Session Meeting Minutes, the May 9, 2022, Public Hearing Meeting Minutes, and the May 9, 2022, Council Meeting Minutes.

COMMITTEE REPORTS

Votes were cast as follows:

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

Mayor Gladding recognized Council Member Gillis.

WATER/SEWER

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

Water and Sewer

- The average effluent flow for the month of May was 344,000 gallons per day
 - i. All the nutrient testing results were within our permit limits for the month
 - ii. Sludge cake testing was done and the profiles for Waste Management and Republic Services were renewed for three years
 - iii. The DMR for April 2022 was submitted to DEQ on May 5, 2022
- Old Creek pump station rehab started on Monday June 6th and is expected to finish Friday June 10th. The pumps and electrical panel are being replaced because the pumps are no longer being made.
- Received bids from contractors to repair water line blockage at the bottom of Jeanette Drive, contractors have been picked and we are waiting for a date to begin.
- We had 6 water leaks – Church Lane (Apex Realty Enterprise), Essex Square Shopping Center, Falconer Circle, Duke Street and alley behind June Parker car wash
- We had one sewage blockage at Cross St – between Duke and Virginia St
- Fortiline is rapidly progressing with the meter installations – they started installing the smaller meters last week

Mayor Gladding recognized Council Member Balderson.

PUBLIC FACILITIES

Council Member Balderson reported the following for the public facilities:

Public Facilities

- June 4 the woodsman and plate with crossed Confederate flags were removed from the Prince St. Civil War Memorial.

- i. The cap and contextualization marker are out for quotes. Once these are received and the committee decides on a vender, these will be cut and delivered. The contractor will return to set the cap.
- Central Park - AES provided a preliminary site plan of the property. VDOT needs to be included as we move forward. Contractor pricing will be the next phase. Contractors and architects will be utilized to design structures and hardscape.
- Central Park tennis courts are open for use during daylight times

Council Member Balderson stated that the special committee (Balderson/Gillis) that was appointed by Mayor Gladding to work on the proposal from Essex County, Essex County School Board, and the Town of Tappahannock for the proposed Joint Maintenance Shop has met and has decided that the Town of Tappahannock will not participate in the project to build a joint maintenance shop at this time. He stated that he would like the council members to consider for discussion allowance of additional land for the Essex County School Board to build a separate maintenance shop, use the old bus station space as a fueling depot, and discuss allowing a bus access route onto Marsh Street. He stated that the details of the additional land, allowing the bus access route and the bulk fueling project would still need to work out. He is asking if the council members would like the special committee to move forward.

The council members agreed that the special committee to continue to move forward with the discussion for allowance of additional land for the Essex County School Board to build a separate maintenance shop, use the old bus station space as a fueling depot, and discuss allowing a bus route onto Marsh Street.

Mayor Gladding recognized Council Member Latane.

Council Member Latane report that she and Town Manager Pollitt reviewed the financial report. She reported that we have more revenue than we anticipated for business licenses, meals tax revenue is doing well, cigarette tax revenue is a little low, sales tax revenues are good, the water and sewer budget is okay and we will keep an eye on the gas expense but overall, we are currently in good shape.

FINANCE

Council Member Latane reported that Third Thursday event is on June 17, 2022, and the Farmers Market event is on June 18, 2022.

On motion of Troy L. Balderson, seconded by Kay Carlton, Council voted unanimously to approve the financial report for the month of May 2022.

FINANCIAL
REPORT
APPROVED

Notes were cast as follows:

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

Town Manager Pollitt reported the following on the Town Manager Report:

- *Public Facilities Committee* met with AES Consulting and provided us with an update. They reviewed the detailed plans with the committee. The Town will need an easement from the Methodist Church for a stormwater drain that will need to be installed. Once we award a bid for construction and secure financing for the park, we will begin rehab of the tennis courts. The final cost to rehab the two back courts and reconfigure the front court is approximately \$68,000.
- Summit Design made a daytrip to visit Tappahannock. They explored some of the major features downtown including the Essex Inn, River Park, Central Park, and DAW Theater. The *Revitalization Committee* met with Summit Design to provide additional input and background information.
- The pay study is underway. HREI confirmed we have received at least 5 respondents: Colonial Beach, Town of Orange, Northumberland County, Richmond County, and Westmoreland County. There were at least 7 other communities we reached out to but have not responded. They are continuing to work with the data they received and improving the current set of job descriptions.
- Fortiline has been moving along with the water meter upgrade. They have been working on installing larger meters, along with some residential meters if time permits. Staff at town hall will begin training on the new meter reading system this month.
- The Town received its copy of the new zoning map. We will adopt the new zoning map along with the updated comprehensive plan. The Berkley Group indicated they should have the comprehensive plan update completed in July.

TOWN
MANAGER
REPORT

Mayor Gladding stated that the council members should consider the rezoning request from Ross Simpson Properties, LLC/Greg Huff.

COUNCIL APPROVES REZONE REQUEST FROM HUFF

On motion of Anita J. Latane, seconded by Kay Carlton, the Council voted unanimously to approve an application that the property located at 314 South Water Lane (tax map parcel 32 B 14 G 7) measuring 87X108 feet per lot in the Town of Tappahannock and it is owned by Ross Simpson Properties, LLC as deeded in the Essex County Circuit Court and the signature of the applicant is Gregory Huff to be rezoned from R-3 Town Residential to CC-1 Central Commercial in the Town of Tappahannock.

Said application has been submitted as per Section 22-225 through Section 22-228 of the Tappahannock Zoning Ordinance.

Votes were cast as follows:

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

Mayor Gladding stated that the council members should consider amendment and re-enacting Chapter 58 Utilities of the Tappahannock Town Code.

On motion of Troy L. Balderson, seconded by Anita J. Latane, Council voted unanimously to adopt the following to become effective September 1, 2022.

COUNCIL APPROVES 10% LATE FEE TO WATER SEWER BILLS

Article II. Section 58-50 Bills

(C) The Town of Tappahannock will assess a late fee for water and sewer bills effective September 1, 2022. A late fee of 10% of the total outstanding balance will be added to delinquent bills when payment is not received by 4:30 P.M. on the due date. The 10% will be in addition to the amount due. All payments received after 4:30 P.M. are processed as the next business day's receipts subject to the 10% late fee, including online payments and drop box payments. Bills must be paid in full, including the late fee in order to prevent disconnection.

Votes were cast as follows:

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

Mayor Gladding stated that council should consider setting the tax rates for FY 2022-2023.

COUNCIL APPROVES TO SET TAX RATES FOR 22-23'

On motion of Troy L. Balderson, seconded by Kay Carlton, Council voted unanimously to adopt the tax rates for FY 2022-2023 as set forth in the resolution. (Exhibit A)

Votes were cast as follows:


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

Mayor Gladding thanked the volunteers and citizens for all their hard work on the new Essex County Museum Max Silver Courtyard.

ADJOURNED Mayor Gladding asked for any comments or questions.

There being none, the meeting was adjourned at 7:25 p.m.

Track 96 Town Council Meeting Minutes – June 13, 2022


Roy M. Gladding, Mayor


Patsy K. Scates, Town Clerk

**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

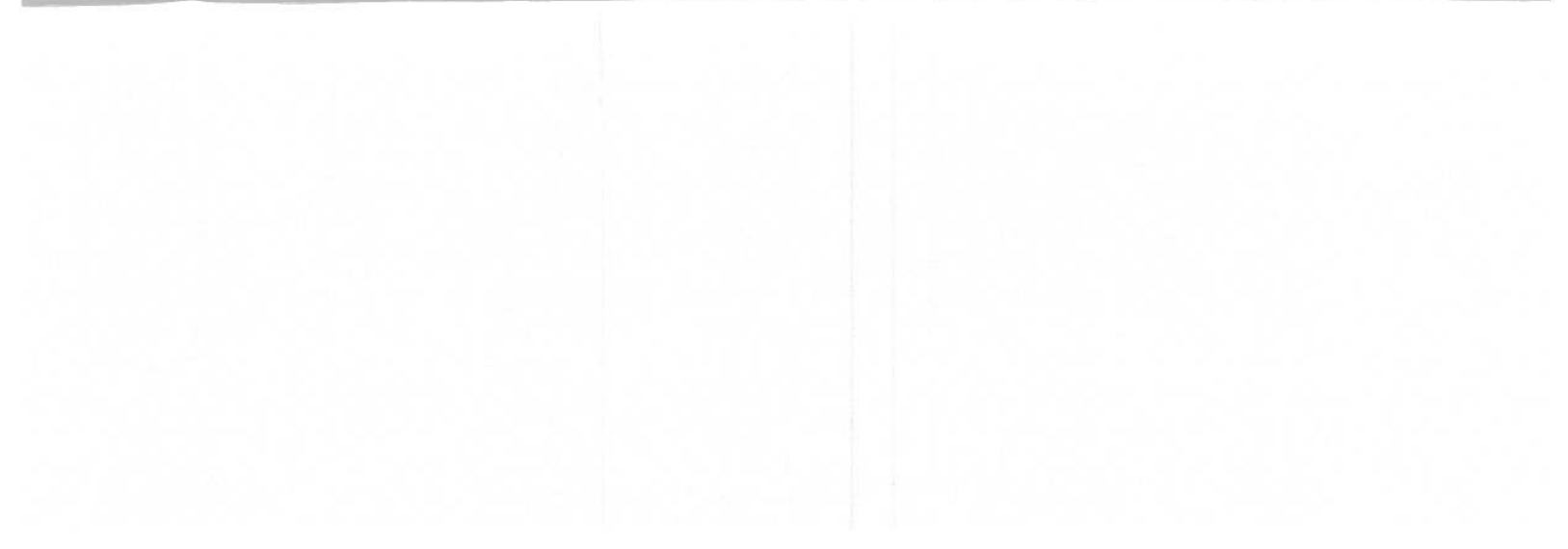
BE IT FURTHER RESOLVED that the Town Council does hereby budget and appropriate to the TOWN OF TAPPAHANNOCK GENERAL FUND OPERATING BUDGET the following revenues and expenditures:

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
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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.



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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

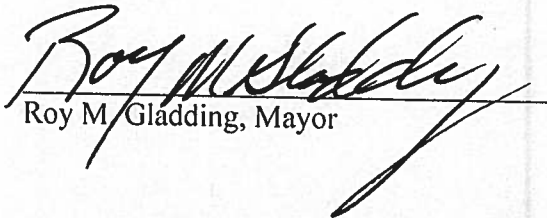
BE IT FURTHER RESOLVED that for budgeting and accounting purposes, the adopted budget revenues and expenditures for the TOWN OF TAPPAHANNOCK CEMETERY FUND OPERATING BUDGET are set as follows:

	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


Roy M. Gladding, Mayor



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