

**TOWN COUNCIL MEETING
FEBRUARY 13, 2023
7:00 P.M.**

PRESENT

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

ABSENT

Council Member: Troy L. Balderson

VISITORS:

Katherine Newman, Bay Transit
 Dana Bartholomew – DAW
 Randy Shuford – DAW
 Tim Manley- Essex County Museum and Historical Society
 Beth Sharpe – Tappahannock Main Street
 Dana Smook – Essex County Library
 Sherina Logan – Essex/Tappahannock Youth Association
 Frank Rixey – Tappahannock Artist Guild (TAG)
 Joey Reinhardt – Tappahannock/Essex Volunteer Fire Department (TEVFD)
 Bill Croxton – Chamber of Commerce

Mayor Gladding called the meeting to order.

CALLED TO ORDER

On motion of Fleet Dillard, seconded by Anita J. Latane, Council voted unanimously to approve the January 9, 2023, Council Meeting Minutes and the January 9, 2023 Joint Public Hearing Meeting Minutes.

MINUTES
APPROVED

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth A. Gillis:	Aye
Carolyn Barrett:	Aye	Anita J. Latane:	Aye
Fleet Dillard:	Aye		

COMMITTEE REPORTS

Mayor Gladding recognized Council Member Gillis and asked if he would like to add anything to the water and sewer report.

Council Member Gillis reported that he did not have anything to add.

The following is the water and sewer report:

Wastewater Treatment Plant 1-2023

WATER/SEWER

- Average daily effluent flow for the treatment plant was 0.357 MGD for a total of 11,056,000 gallons being treated in January.
- All nutrient results received by the time of writing are within our permitted limits.
- Water Usage Reports were submitted to VDH on 2-1-2023 with a total of 8,172,000 gallons being used in January.

Public Works Report 1-2023

- 2" galvanize leaking N-17
 - 428 Faulconer Circle had a leak on a service line
 - 507 Church Lane 2" broken valve had to replace
- Multiple business and homeowners had leaks on their service lines
 - Meter project: help guys with fittings and diggings up boxes
 - No sewer blockages
 - Found two manholes that had been buried for years

NO PUBLIC FACILITIES Mayor Gladding stated that Council Member Balderson was not present tonight and we did not have a public facilities report.

Mayor Gladding asked Council Member Latane or Council Member Carlton who would like to make the Tappahannock Main Street report.

TAPP MAIN ST Beth Sharpe, Tappahannock Main Street was in attendance and stated that she would make a report later in the meeting.

Mayor Gladding recognized Town Manager Pollitt.

Town Manager Pollitt reported that we have about three or four more water meters to install. He reported that we are working on getting the customer portable up and running and trying to get the software companies to connect and communicate with each other. He reported that hopefully the portal will be available by April 2023.

TOWN, MANAGER REPORT The following is the Town Manager Report:

- Suzette Denslow is still working on finalizing a summary of the January Council Retreat. Council will adopt goals at the February Council meeting. The Town Council identified the following rank-ordered goals for the next three to five years:
 1. Beautification of the Town (including clean-up)
 2. Develop town-owned property
 3. Employee salaries, hiring the right number of staff, and right personnel for positions
 4. Economic Development Strategy
 5. Enhanced revenues (on-going)
 6. Enhanced communications with the public (residents and businesses) about town projects and town actions
 7. Water and sewer infrastructure
- Staff is working on next year’s budget. The *Finance Committee* will review the 5-Year Capital Improvement Plan for the Town in early March.
- The Virginia Department of Housing and Community Development (DHCD) met with the 1710 Tavern owners and the Town. Town legal Counsel will review the agreement documents provided by DHCD. The 1710 Tavern across from the Essex Inn was approved for \$250,000 Industrial Revitalization Funds.
- CHA who is working on the downtown sewer system rehab project will attend the March 2023 Council meeting. We will know by March on the status of our application for additional ARPA funding from DEQ.
- The Town only has 5 remaining meters that need to be replaced. Staff is working on launching the customer portal for customers.
- The *Finance Committee* has reviewed the current purchasing policy and is recommending increasing thresholds for purchasing since these have not been increased for over 10 years. These new recommended limits are within state code purchasing requirements.

Mayor Gladding recognized Vice Mayor Latane.

FINANCE Vice Mayor Latane reported that she had met with Town Manager Pollitt and reviewed the reports. She reported that the meals tax and sales tax revenue is where it needs to be and the Town has collected most of the real estate and personal property taxes. She reported that overall, everything is looking good right now.

FINANCIAL REPORTS APPROVED On motion of Kenneth A. Gillis, seconded by Carolyn Barrett, Council voted unanimously to approve the December 2022 and the January 2023 financial reports.

DEC 2022 & JAN 2023 Votes were cast as follows:

Kay Carlton:	Aye	Kenneth A. Gillis:	Aye
Carolyn Barrett:	Aye	Anita J. Latane:	Aye
Fleet Dillard:	Aye		

On motion of Anita J. Latane, seconded by Kay Carlton, Council voted unanimously to adopt the following goals from the council retreat for the calendar year 2023-2024.

- 1. Beautification of the Town
- 2. Develop Town Owned Property
- 3. Employee Salaries/Increase number of staff
- 4. Economic Development Strategy
- 5. Enhanced Revenues
- 6. Enhanced Communication on Town Action/Projects
- 7. Water/Sewer Infrastructure

COUNCIL ADOPTED THE
RETREAT GOALS FOR
2023-2024

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth A. Gillis:	Aye
Carolyn Barrett:	Aye	Anita J. Latane:	Aye
Fleet Dillard:	Aye		

Mayor Gladding recognized Chief James G. Ashworth, Jr from the Tappahannock Police Department.

Chief James G. Ashworth, Jr. stated that the members should have a copy of his 2022 Annual Staff Inspection Report. The report is a summary of the staff inspection review process and overall activities accomplished by the Tappahannock Police Department during the year 2022. It is a review of the overall operation of the office that has been completed.

CHIEF
ASHWORTH, JR
REVIEWED
TAPP. POLICE
DEPT
YEARLY
REPORT

Chief James G. Ashworth, Jr. reviewed the yearly report.

Council Member Barrett asked Chief Ashworth, Jr. to elaborate on the calls of service in his report.

There was some discussion.

Mayor Gladding stated that council should consider amending the Town's purchasing policy.

Council Member Dillard asked what has changed in the new purchasing policy.

Town Manager Pollitt reported that the proposed purchasing policy increases the purchase requirements minimums and that is due to the fact that the cost of materials and supplies are going up. He stated that if we increase those minimums it would provide more flexibility to staff for doing routine purchases but any large purchases would still fall under the same policy.

There was some discussion.

On motion of Fleet Dillard, seconded by Anita J. Latane, Council voted unanimously to amend the Town's purchasing policy as presented.

COUNCIL
VOTED TO
AMEND THE
TOWNS
PURCHASING
POLICY AS
PRESENTED

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth A. Gillis:	Aye
Carolyn Barrett:	Aye	Anita J. Latane:	Aye
Fleet Dillard:	Aye		

Mayor Gladding stated that the council member will hear comments from the non-profit organizations requesting funds for FY 2023-2024.

Katherine Newman, Bay Transit. She stated that when considering Bay Transit request for financial support, to remember transportation is not a luxury but a necessity for some Town residents. She discussed the description and justification of funding needs. Bay Transit is requesting \$5,379.00.

COUNCIL
HEARS
COMMENTS
FROM NON-
PROFITS
REQUESTING
FUNDS FOR
FY 23-24

Dana Bartholomew, President DAW Theater Foundation passed out some documents to the council members. She discussed the completed feasibility study. She reported that the façade improvement is completed. DAW Theatre Foundation is requesting \$40,000.00 to hire a firm or consultant to assist with funding and securing historic tax credits and grants.

Randy Shuford, DAW Theater Foundation stated that when he came in front of the council members a year ago and made a promise to improve the façade and they did. He stated that the Board is still dedicated in that same way.

Tim Manley, Executive Director of Essex County Museum and Historical Society. They are requesting equipment and maintenance for utilizing the Max Silver Memorial courtyard for community and town events, HVAC unit replacement and ceiling reinforcement in Essex Gallery and Curator Storeroom as preventive maintenance. Essex County Museum and Historical Society is requesting \$6,500.00.

Beth Sharpe, Tappahannock Main Street. She reported that in addition to the MOU they are requesting \$15,000.00 for support staffing needs, \$50,000.00 to be used for grant matching but they are not asking for the funds to be delivered unless they are awarded a grant. She reported that they are working on a grant to transform 315 Duke Street into a powerful and innovative networking and coworking space. She discussed the plans for the space, tourism ideas and grants. Tappahannock Main Street is requesting \$105,000.00.

Council Member Dillard stated that according to the MOU agreement that the Town has with Tappahannock Main Street the Town's obligation is \$40,000.00. He asked if the \$15,000.00 increase was earmarked for an additional staffing position or if it was for the current employee.

Beth Sharpe, Tappahannock Main Street stated that it was for the current position. She stated that last year she requested \$9,750.00 each from Essex County and The Town of Tappahannock for a part time employees' salary. She stated that they are not asking Essex County for that amount because they were asking for more for another project.

Council Member Dillard asked about the revenue for the improvements to the building.

Beth Sharpe, Tappahannock Main Street reported that was to make internal improvements to the building. She reported that the figure was on the higher end just in case.

Beth Sharpe, Tappahannock Main Street discussed an interactive mapping app that they are working on with Consociate Media.

Dana Smook, Essex County Public Library. She reported that she does not have much more to add to the non-profit agency funding request. She reported that in the next fiscal year they expect to focus more energy on big programs and events and trying to bring in a big-name author so that they will have a regional draw. She reported that the operating expenses have gone up and the members have an overview of where the money comes from. The Essex Public Library is requesting \$7,000.00.

Sherina Logan, Essex-Tappahannock Youth Association. She reported that they are trying to sponsor an after prom for the juniors and seniors of Essex High School and the money they are requesting will provide music, prizes, food and entertainment for the students and their dates. Essex-Tappahannock Youth Association is requesting \$500.00.

Frank Rixey, Tappahannock Artist Guild. Tappahannock Artist Guide is requesting \$4,500.00 for the salary for a proposed Executive Director.

Joey Reinhardt, President of the Tappahannock-Essex Volunteer Fire Department. He shared with the council members the number of calls the TEVFD went on. He stated that they had two trucks that were damaged by the Prince Street fire that insurance covered. He discussed the description and justification of funding needs. TEVFD is requesting \$90,395.00.

Bill Croxton, Chamber of Commerce stated that the Tappahannock- Essex Chamber of Commerce is trying to reform and we like the Town of Tappahannock and Essex County's Support. *(No FY 23 Non-Profit agency funding request form was present as of the date of the meeting)*

Council Member Carlton asked if Mr. Croxton if he had a figure that the Tappahannock-Essex Chamber of Commerce was requesting.

Bill Croxton a couple of thousand dollars.

Mayor Gladding stated that the council members had before them a Resolution Affirming Commitment to fund the locality share of projects under agreement with the Virginia Department of Transportation and Provide Signature Authority for their consideration.

On motion of Kay Carlton, seconded by Anita J. Latane, Council voted to adopt the following resolution.

RESOLUTION

**AFFIRMING COMMITMENT TO FUND THE LOCALITY SHARE OF PROJECTS
UNDER AGREEMENT WITH THE VIRGNIA DEPARTMENT OF TRANSPORATION
AND PROVIDE SIGNATURE AUTHORITY**

WHEREAS, the Town of Tappahannock is a recipient of Virginia Department of Transportation funds under various grant programs for transportation-related projects; and

WHEREAS, the Virginia Department of Transportation requires each locality, by resolution, to provide assurance of its commitment to funding its local share; and

THEREFORE, IT IS HEREBY RESOLVED, by the Town Council of Tappahannock hereby commits to fund its local share of preliminary engineering, right-of-way, and construction (as applicable) of the project(s) under agreement with the Virginia Department of Transportation in accordance with the project financial document(s); and

BE IT FURTHER RESOLVED, that the Town Manager and/or his designees is authorized to execute all agreements and/or addendums for any approved projects with the Virginia Department of Transportation.

In witness whereof, the forgoing was adopted by the Town Council of Tappahannock, Virginia on 13th day of February, 2023. Resolution – VDOT-Hoskins Creek-Capt Thomas Site Project

Votes were cast as follows:

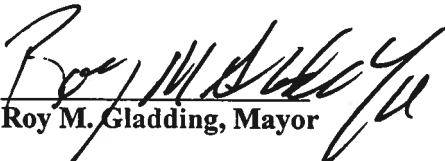
Kay Carlton:	Aye	Kenneth A. Gillis:	Aye
Carolyn Barrett:	Aye	Anita J. Latane:	Aye
Fleet Dillard:	Aye		

COUNCIL
ADOPTS
RESOLUTION
AFFIRMING
COMMITMENT
TO FUND THE
LOCALITY
SHARE OF
PROJECTS
UNDER
AGREEMENT
WITH THE
VDOT

Mayor Gladding asked for any further comments or questions.

ADJOURNED

There being none, the meeting was adjourned at 8:10p.m. *Track 793*


Roy M. Gladding, Mayor


Patsy K. Scates, Town Clerk

