

TOWN COUNCIL
JANUARY 9, 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
	Troy L. Balderson
Town Manager:	Eric Pollitt
Community Development & Zoning Administrator:	Connie Dalton
Town Clerk:	Patsy K. Scates
Town Attorney:	Diane Lank (<i>zoom</i>)
Chief of Police:	James G. Ashworth, Jr.

VISITORS:

Bill Croxton, EDA
Lisa Andrews, EDA

The meeting was conducted by zoom.

Mayor Gladding called the meeting to order.

CALLED TO ORDER

On motion of Fleet Dillard, seconded by Kay Carlton, Council voted unanimously to approve the December 12, 2022, Council Meeting Minutes as presented. MINUTES
APPROVED

Votes were cast as follows:

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

Mayor Gladding stated that the council members should have in their packet a water and sewer report.

The following is the water/sewer report.

Wastewater Treatment Plant 12-2022

- Average Effluent Flow for December was 359,000 gallons per day for a total of 11,132,000 gallons being treated. WATER/
SEWER
- All nutrient results received at time of writing are within our permitted limits.
- DMR will be submitted to DEQ by 1-10-2023.
- Water Usage Reports were submitted to VDH on 1-3-2023 with a total of 8,212,000 gallons of water being used in December.

Public Works Report 12-2022

- Replaced a fire hydrant and valve on Prince Street
- Water leak on Faulconer Circle, repaired with a band
- 2" line leak on 17, repaired with a band
- Cleaned Sewer Line on Sycamore Drive

Mayor Gladding asked Council Member Gillis if he had any comments.

Council Member Gillis asked if the issue with the sewer lines on Sycamore Drive had been resolved and if they now operational.

Town Manager Pollitt stated yes, as far as he knew and no other issues have been brought to his attention.

Mayor Gladding stated that the council members should have the public facilities report in their packet.

The following is the public facilities report:

January Public Facilities Report

FACILITIES
REPORT

- The playground equipment for Central Park was ordered.
- Committee is reviewed Central Park's restroom building designs, and are actively seeking an engineer to further detail the design.

Mayor Gladding asked if Council Member Balderson had any comments.

Council Member Balderson stated that he may have misspoken when he stated that the playground equipment has been ordered.

Town Manager Pollitt stated that he has spoken to the company about ordering it and finalized the design.

Council Member Balderson stated that they are working on the design of the first building and it's moving forward.

Mayor Gladding recognized John Harvey, Tappahannock Main Street.

John Harvey, Tappahannock Main Street reported that the Tappahannock Main Street had a Summit last week and discussed what they want to accomplish in 2023 and 2024. He stated that he would like to update the council members on the fire relief. He stated that they have grant money of over \$100,000.00 that is available for phase 3 which has to do with the rebuilding and assisting the three property owners. He stated that he has sent the rendering's and he has provided dates in which they are available to discuss. He reported there is an EDA small business meeting scheduled for Monday, January 23, 2023, from 8:30a.m. to 10:30a.m. at the Essex-Tappahannock Volunteer Fire Department.

Mayor Gladding recognized Vice Mayor Latane.

Vice Mayor Latane reported that the December 2022 financial report was not ready at this time. She will report on the December 2022 Financial report in the February meeting.

Mayor Gladding stated that the council members have a copy of Town Manager Pollitt's report in their packet.

The Town Manager report is as follows:

Town Manager Report 1/9/2023

- The preliminary date for the upcoming Council retreat is set for January 28th. The facilitator will be reaching out to Council members individually for their feedback to help prepare them. The goal of the retreat is to identify high-level priorities and set goals for the upcoming 2 years.
- An international TV channel *Britalians TV* based out of the U.K. filmed in Tappahannock late December, conducting many interviews with locals. We were one of less than 10 communities they visited in Virginia. This seems like a wonderful opportunity for good publicity for the community.
- The Town still anticipates receiving funding from VDOT for Recreation Access grant funds. These funds will be used to regrade and surface the entrance at Hoskins Creek Park.
- The Town and 1710 Tavern across from the Essex Inn Industrial Revitalization Fund application was approved for \$250,000. The Town will administer this loan from the Virginia Department of Housing and Community Development to the 1710 Tavern owners who will pay the Town back.
- CHA who is working on the downtown sewer system rehab project provided us an update. There are more sections of pipe that need to be open cut replaced than expected. These will be top priority and Phase 1 of the project. CHA intends to meet with the *Water/Sewer Committee* in January to brief them and attend the March 2023 Council meeting once we hear back on our application for additional ARPA funding from DEQ.
- Staff notified residents in the most recent 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. Staff is waiting on Edmunds support to assist with the launch of the online customer portal. In addition to being able to pay online which is currently available, customers can track their usage and sign up for notifications.
- 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 asked Town Manager Pollitt for any comments.

Town Manager Pollitt reminded the Council Members of the retreat workshop scheduled for January 28, 2023, at 9:00 a.m. at the Tappahannock Municipal Building and asked if there was a conflict to please let him know after the meeting.

Council Member Dillard asked Town Manager Pollitt to comment more about the item in his report about the international TV channel filing in Tappahannock.

Town Manager Pollitt reported that the international TV channel *Britalians TV* filmed in Tappahannock late December, conducting many interviews with locals learning more about the Town and more about living in Town.

There was some discussion.

Council Member Dillard stated that he noticed the Tourism Banners around Town and he asked if there were any action Town Council members needed to take regarding services provided from Consociate Media.

Town Manager Pollitt stated no action is needed by council at this time.

MAIN STREET

FINANCE

TOWN MANAGER REPORT

Mayor Gladding stated the council members should consider the adoption of a resolution honoring Marcia W. Jenkins for her years of serve on the Town Council. He asked Council Member Balderson to read the following resolution.

WHEREAS, We, the Tappahannock Town Council and the Town of Tappahannock would like to thank Marcia W. Jenkins for twenty (20) years of outstanding and meritorious service as a member of the Tappahannock Town Council; and as Vice Mayor since 2016

WHEREAS she served the citizens of the Town of Tappahannock with great distinction since 2002; and

WHEREAS, during her tenure, Marcia W. Jenkins served the citizens of the Town with fairness and dedication, and has proven her willingness and ability to provide quality and exceptional service and has earned the respect and admiration of her fellow Council Members and management of the Town

THEREFORE BE IT RESOLVED, that we, the members of the Tappahannock Town Council do hereby extend to Marcia W. Jenkins our sincere and grateful appreciation for her dedicated service to the Town of Tappahannock and its citizens during her tenure;

BE IT FURTHER RESOLVED, that this resolution is spread upon the minutes of the Town Council honoring Marcia W. Jenkins for her years of service to the citizens of the Town of Tappahannock and Essex County.

On motion of Anita J. Latane, seconded by Troy L. Balderson, Council voted unanimously to adopt the above resolution honoring Marcia W. Jenkins for her years of service on the Town Council.

COUNCIL
VOTED TO
ADOPT A
RESOLUTION
HONORING
MARICA JENKINS
FOR YEARS OF
SERVICE

Notes were cast as follows:

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

Mayor Gladding stated that council members should consider the reappointment of Yvonne Vaughan to the Board of Zoning Appeals.

On motion of Anita J. Latane, seconded by Kay Carlton, Council voted unanimously to recommend to the Essex County Circuit Court the reappointment of Yvonne Vaughan for a term of five years to the Tappahannock Board of Zoning Appeals beginning on February 11, 2023, and ending on February 11, 2028.

COUNCIL
VOTED TO
REAPPOINT
VAUGHAN TO
BZA.

Notes were cast as follows:

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

Mayor Gladding stated that a motion is in order for the adoption of the official zoning map per the recommendation from the Tappahannock Planning Commission.

On motion of Troy L. Balderson, seconded by Anita J. Latane, Council voted to adopt the official zoning map per the recommendation from the Tappahannock Planning Commission.

COUNCIL
VOTED TO
ADOPT
ZONING MAP

Notes were cast as follows:

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

Mayor Gladding asked Town Manager Pollitt for an update on the council retreat.

COUNCIL RETREAT
UPDATE

Town Manager Pollitt stated that the retreat is scheduled for Saturday, January 28, 2023, and he has provided the facilitator with the council members contact information. He reported that they will be reaching out to you to see what you would like to accomplish and what items you would like to discuss at the retreat.

Council Member Dillard asked who the facilitator of the event was.

Town Manager Pollitt stated that he would send the Council members the facilitator bio resume. The facilitator's name is Suzette Dunslow, Virginia Institute of Government.

Mayor Gladding recognized Bill Croxton, EDA and asked if he had any comments or questions.

Bill Croxton, EDA stated that he received notice about the Governor's 350-million-dollar infrastructure allotment and it is addressed to the County, but he feels that the town should be aware of this.

Bill Croxton, EDA stated that he is retiring as Chair of the Essex County Economic Development Authority (EDA) and he introduced Lisa Andrews.

Lisa Andrews, EDA thanked Bill Croxton for his service on the EDA and other organizations. She looks forward to working with the Town of Tappahannock. She reported that the EDA members will be participating more in the various commissions, council meetings and the Chamber of Commerce. She stated that the goal of the EDA is to

serve as a financing vehicle for grants and loans to support economic development in Essex County and the Town of Tappahannock. She stated the EDA could help be a as potential source to help seek funding.

Mayor Gladding asked them to provide Town Manager Pollitt with a copy of the notice from the Governor since we have not received any information about this subject yet.

COUNCIL COMMITTEE ASSIGNMENTS Mayor Gladding stated that the council members have been presented with the Town Council Committees assignments for 2023-2024.

Mayor Gladding asked for any other comments.

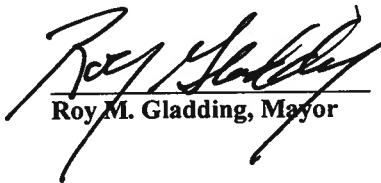
Town Manager Pollitt stated that in relation to the IRF Grant press release released by the Town. He wanted to mention that the Town has been working on that grant before the Prince Street fire happened in July of 2022. He reminded the council members that the property was rezoned and the intention of the grant is to facilitate economic development downtown. There is no indication in the grant application that the property had any damage because of the fire.

Mayor Gladding mentioned to the council members that if they were interested in having an old water meter as a keepsake to see the Town Clerk Scates after the meeting.

Council Member Carlton mentioned that the Town staff had contacted her about some water usage at the pool. She feels this new water meter system will be a great benefit to the community since the staff will be able to see a possible water leak with the new meters.

Mayor Gladding asked for any further comments or questions.

ADJOURNED There being none the meeting was adjourned around 7:30 p.m.
Track 115


Roy M. Gladding, Mayor


Patsy K. Scates, Town Clerk