

**TOWN COUNCIL MEETING
JUNE 12, 2023
7:00 P.M.**

PRESENT

Mayor:	Roy M. Gladding
Vice Mayor:	Anita J. Latane
Council Members:	Kay Carlton
	Carolyn Barrett
	Kenneth A. Gillis
	Troy L. Balderson
	Anita J. Latane
Town Manager:	Eric Pollitt
Town Clerk:	Patsy K. Scates
Town Attorney:	Diane M. Lank

ABSENT

Council Member:	Fleet Dillard
Chief of Police:	James G. Ashworth, Jr.

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 May 8, 2023, Work Session Meeting Minutes, the May 8, 2023, Public Hearing Meeting Minutes and the May 8, 2023 Regular Meeting Minutes.

MINUTES
APPROVED

Votes were cast as follows:

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

Mayor Gladding recognized Council Member Gillis and asked if he had anything to add to the Water and Sewer Report.

WATER AND
SEWER
REPORT

Council Member Gillis did not have anything to add to the Water and Sewer Report.

The water and sewer report as follows:

Wastewater Treatment Plant 5-2023

- Treatment Plant have an average effluent flow of 0.432MGD for a total of 13,378,000 gallons being treated in May
 - All nutrient results received so far are within our permitted limits.
 - Water usage for the town was 9,629,000 gallons for May.
 - Water usage reports for May were submitted to VDH on 6-1-2023.
 - DMR for May will be submitted to DEQ by 6-10-2023.
- New discharge permit for the Treatment Plant goes into effect 6-1-2023 with additional influent testing and calculations required to be done weekly, monthly, and bi-annually.

Public Works 5-2023

- Java Jacks has leak at building *not the Town*
- 207 Queen Street replaced water lateral Town hit fixins sewer line.
 - 438 Prince Street replace water meter setter.
 - Leak on 1 ½ galvanize from Marsh Street to Parker Place
- Replace water meter box at 1710 Tavern *they have a leak* Town check meter flanges and setter flanges.
- 716 Daingerfield Street had leak at meter *tighten meter and fixed flanges*

Sewer

- Jet sewer main on Duke Street Squirrels Nest backed up *plumber said on Town*
Town cleaned – not on the Town.
- 207 Queen Street sewer back up in house. Town installed clean out, vac line and ran the camera. Found collapsed sewer main on Queen Street.
 - 716 Daingerfield called sewer back up *not on Town*
 - 717 Wakefield called sewer back up *not on Town*

Mayor Gladding recognized Council Member Balderson and asked if he had anything to add to the Public Facilities report.

The public facilities report follows:

June Public Facilities Report

PUBLIC FACILITIES REPORT

By: Councilman Troy Balderson

- Hoskins Creek Park
 - Meeting scheduled 6/5 with VHB and Jim Noel to discuss property ideas.
- Central Park
 - Contractor has been chosen (Whiting Turner)
 - Develop most of the park structures
 - Tennis courts and pickle ball courts are complete.
 -
- Old Wharf property - deed has been sent to the executors and should be recorded soon.

Council Member Balderson stated he had a meeting with Jim Noel, VHB in reference to the Hoskins Creek Property Project and that meeting went well. He stated that Central Park contractor has been chosen and the tennis courts are finished. He stated that the deed has been submitted to the executors for the old wharf property and should be recorded soon.

COUNCIL VOTED TO PROCEED WITH DRAFTING A GROUND LEASE AGREEMENT FOR FUTURE DEVELOPER AND CONSTRUCTION OF HOSKINS CREEK PROJECT

On motion of Troy L. Balderson, seconded by Kay Carlton, Council voted unanimously to proceed with drafting a ground lease agreement for a future developer for construction and management of commercial buildings and move forward with the Hoskins Creek consultant to secure the services of a firm to do a developer search and the legal obligations regarding the developer.

Votes were cast as follows:

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

Mayor Gladding asked if Council Member Calton or Vice Mayor Latane had anything to report on Tappahannock Main Street.

Vice Mayor Latane stated that Third Thursday event will begin in June 2023 and the Farmers Market is scheduled for this Saturday. She stated that Tappahannock Main Street is still looking for volunteers for these events.

Council Member Barret stated that she read an article in the paper in reference to Tappahannock Main Street's rebranding and asked if that was for the whole organization.

Vice Mayor Latane stated that Tappahannock Main Street was rebranding their whole organization and the new logo would be revealed soon.

Mayor Gladding recognized Vice Mayor Latane.

Vice Mayor Latane stated that she met with Town Manager Pollitt and reviewed the financial reports. She stated that the Town has collected more revenue than anticipated and the water and sewer fund is in good. She feels we are in good financial shape.

On motion of Carolyn Barrett, seconded by Kay Carlton, Council voted unanimously to approve the financial report for the month of April 2023.

COUNCIL VOTED TO APPROVE THE APRIL 2023 FINANCIAL REPORT

Votes were cast as follows:

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

On motion of Carolyn Barrett, seconded by Kenneth A. Gillis, Council voted unanimously to approve the financial report for the month of May 2023.

COUNCIL
VOTED TO
APPROVE
THE MAY
2023
FINANCIAL
REPORT

Votes were cast as follows:

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

Mayor Gladding recognized Town Manager Pollitt and asked he had anything to add to the Town Manager Report.

TOWN
MANAGER
REPORT

The Town Manager report follows:

MEMORANDUM

Town Manager Report 6/12/2023

- The Town received three bids for the Central Park project and has awarded the project to Whiting-Turner. Based on the attention to detail for our needs, schedule, and cost, we are proceeding with Whiting-Turner. Our goal is to break ground come mid-to-late July. We will be planning an event for the groundbreaking. Their proposed schedule has us being completed by the end of December this year.
- Tennis Courts Inc. out of Aylett finished the three pickleball courts and tennis court. Essex County Parks & Recreation plans to have pickleball lessons in the near future.
- We have recently hired a professional photographer to take pictures of the Town in anticipation of our new website. The website will have more features, easier navigation, and be better suited for future growth of the Town. We expect the website to launch in August of 2023.
- Hoskins Creek project update: The *Public Facilities Committee* which now includes Council woman Barrett received an update from Ricky Wiatt at VHB and Jim Noel with Noel Consulting. VHB is working to finalize the design and receive approval from proper agencies. Jim Noel is serving as the consultant for his expertise in public-private-partnerships to help develop the commercial buildings of the project. Jim Noel was the long-time York County EDA Director overseeing the development of their 'Riverwalk' project. The Committee's recommendation to Council is to proceed with drafting a ground lease agreement for a future developer, for construction and management of commercial buildings.
- April Rounds the Interim County Administrator and I are working with our respective governing bodies on a joint retreat. July 22nd has been selected for the joint retreat. The retreat is going to be hosted at the Hampton Inn.

Town Manager Pollitt reported that Ricky Wiatt, Engineer for VHB for the Hoskins Creek Project met with the public facilities committee and provided updates. He stated that Federal approval permit process is in process and soon will be completed. Mr. Wiatt will attend a council meeting in the future to provide an update.

Town Manager Pollitt stated that Whiting Turner was selected as the contractor for the Central Park project and hopefully we will break ground by the end of July.

Town Manager Pollitt stated that the Town's web site is being updated and is expected to launch soon. He feels the website will have more features and be better suited for the future growth of the Town.

Mayor Gladding asked the status of the utility customer portal training.

Tina Brock stated that the Town conducted four utility customer portal training sessions and we had two people attend the session during the day and two people attend the night session. She is hopeful that once the utility customers receive the text messages and emails, they will become more involved.

Town Manager Pollitt stated that he sent an email out to the Council Members regarding a Virginia Municipal League Conference which is scheduled for early October and if the Council Members are interested in attending this conference to please let him know.
Mayor Gladding stated that the council members had a copy of the Community Development Report.

The community development report is as follows:

Monthly Report – June 2023
Community Development and Zoning Administration

COMMUNITY
DEVELOPMENT
REPORT

PLANNING COMMISSION

- PC input requested on options/recommendations for Traffic Calming measures for Water Lane, Daingerfield St., Cralle Ave., and Hobbs Hole Dr. Police Department to attend the June 7, 2023, meeting.
- Request for PC input on future neighborhood beautification options.
- PC researching options to schedule a mobile tour of the Town together as a Commission.
- PC continues to have a vacancy that needs to be filled.

BOARD OF ZONING APPEALS (BZA)

- Staff is anticipating the receipt of applications requiring review and approval by the BZA
- The BZA is a five-member board. Currently there is a vacancy that needs to be filled.

COMMUNITY DEVELOPMENT

- Main Street- Design Committee – Banners highlighting the work of local artists have been hung downtown, currently working on Hero Banners, launching new branding and a new web page. Tappahannock Main Street will transition to Historic Downtown Tappahannock.
- Two Main Street signs to be installed at the gateway entrances to the Main Street within the next week.
- Two “Little Library Boxes” have been installed, by the library, at Wakefield Park and at the Mobile Home Park to focus on enhancing literacy.

LARGER PROJECTS

- Central Park – Whiting Turner selected as General Contractor. Pickle ball courts are open.
- Technical Update to Comprehensive Plan – ongoing coordination with consultants
- Beautification/Clean Up – Identify efforts for Neighborhood Community clean -up support. Coordinating with Police Chief on identifying inoperable vehicles in and around Town and sending out violation notices. Attached please see information on alternatives for how residents can address the inoperable vehicles on their property. This is a joint effort with Essex County to offensively provide suggestions for viable options for residents.
- Façade Grants – Additional inquiries have been received on funding options from community members.
- Grant applications/monitoring- Assisting with awarded grants and new applications.
- Litter Grant Application opportunity available due date end of June for non-competitive application.
- The annual backflow prevention letter has been mailed out to community businesses requesting inspection reports to be filed with the Town.
- The Town Zoning Ordinance was updated to include all ZO amendments which have been adopted by the Town, formatting edits were made to prepare the code documents to provide to MUNICODE. The Zoning Ordinance will be codified through this service and available on the web for the community.

NEW BUSINESSES

- Approximately 32 permits (zoning and signage) have been filed for review and approval in 2023.
- Under construction: 1710 Tavern, Maltese Brewery, Mod Wash, Act XII Wine and Provisions, and KBS.
- Opened for business: Vape and Tobacco Store – 116 Queen Street
- Pre-application Meeting: Starbucks conceptual site plan -1904 Tappahannock Blvd.
- Site Plan submitted for preliminary review of Moose Lodge Improvements

- Food Truck permits issued.
- Itinerant Business License Issued

COORDINATION WITH OUTSIDE AGENCIES

- Essex County Building Official- Building Permits and Property Maintenance Program
- Essex County Zoning Administrator- Reviewed application for Essex Point at Mount Clement Rezoning - Planned Unit Development (PUD). The proposed project includes 139 total units of mixed housing typologies: 6 duplex units, 85 senior housing units, 28 (1 BDRM), 20 (2 BDRM) and 80,000 SF of commercial. The property is located in Essex County along Rte. 360 between Route 17 intersection and the Lagrange Industrial Park. This case was scheduled to be heard by the County Planning commission on June 6, 2023.
- GIS Mapping Updates- Coordination on GIS Town data
- Main Street provide support to Executive Director focused on increased communication between the Town and Main Street
- Monthly planners’ meetings with MPPDC, Middle Peninsula Planning District Commission
- Virginia Department of Wildlife Resources – Staff working to address repair/reinstallation of 7 required “No Wake Signs.”

ONGOING EDUCATION AND TRAINING

- Virginia Association of Zoning Officials Conference – June 2023
- Virginia American Planning Association Conference – July 2023

These conferences provide CM credit hours to maintain my American Institute of Certified Planners (AICP) license requirements.

SHARING AN INTERESTING ARTICLE

As a mural ordinance is being developed, this interesting link is being shared. This is the muralist doing work in the area. <https://wetalkchalk.com/montross-mural-studio/#>

Mayor Gladding asked for any comments or questions.

Mayor Gladding stated that Council should consider adopting the resolution as presented which sets rates, fees and tax rates for FY 2023-2024 and the adoption of the FY 2023-2024 Budget and appropriation of funds to become effective July 1, 2023. He stated that this budget contains the cemetery, water sewer and the General funds.

On motion of Troy L. Balderson, seconded by Kay Carlton, Council voted unanimously to adopt the budget resolution as presented which sets rates, fees and tax rates for FY 2023-2024 and the adoption of the FY 2023-2024 Budget and appropriation of funds to become effective July 1, 2023. (See Exhibit A)

COUNCIL VOTED TO ADOPT THE BUDGET RESOLUTION AND THE 23/24 BUDGET

Notes were cast as follows:

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

Mayor Gladding stated that Council should consider the appointment of Tina F. Brock as Town Treasurer and Records Manager to fill the unexpired appointment term of Faye D. Johnson whose appointment term expires June 30, 2024, to become effective July 1, 2023.

On motion of Carolyn Barrett, seconded by Anita J. Latane, Council appointed Tina F. Brock as Town Treasurer and Records Manager to fill the unexpired appointment term of Faye D. Johnson whose appointment term expires June 30, 2024, to become effective July 1, 2023.

TINA F. BROCK APPOINTED TOWN TREASURER AND RECORDS MANAGER

Notes were cast as follows:

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

Mayor Gladding stated that the Council should consider an appointment from among its members to the Middle Peninsula Planning District Commission for a term of one year to expire on June 30, 2024, to become effective July 1, 2023.

COUNCIL MEMBER CARLTON APPOINTED TO MPPDC FOR A TERM OF ONE YEAR TO EXPIRE 6/30/24

On motion of Anita J. Latane, seconded by Carolyn Barrett, Council voted to appoint Kay Carlton for a term of one year to Middle Peninsula Planning District Commission expire on June 30, 2024, to become effective July 1, 2023.

Votes were cast as follows:

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

Mayor Gladding stated that he has served on the Middle Peninsula Alliance Board for several years since the individual must be an elected official to serve. He requested that a member of Council consider serving on this board.

Mayor Gladding stated that concluded the agenda items. He asked the council members for any comments or questions.

Council Member Barrett stated that she has received calls from citizens regarding the Town discontinuance of trash service in the alleys. She stated she feels that since the Town's garbage truck is accessing the alleys to pick up dumpsters then they should be able to pick up the residential trash as well.

Council Member Balderson asked how the residents were notified that the trash service was going to be discontinued in the alleys. Town Manager Pollitt stated that the residents were notified in the newsletter, the utility bill, website, and the Town's face book page.

The council members also requested that the notification to the town residents also included an announcement on the local radio station.

On motion of Anita J. Latane, seconded by Kay Carlton, Council voted unanimously to resume trash pickup service in the alleys within the Town of Tappahannock.

COUNCIL VOTED TO RESUME TRASH PICK UP SERVICE IN THE ALLEY

Votes were cast as follows:

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

On motion of Troy L. Balderson, seconded by Anita J. Latane, the Tappahannock Town Council voted to convene in a closed meeting to discuss personnel exemption in accordance with the Virginia Freedom of Information Act. Pursuant to Section 2.2-3711(A)1 of the Code of Virginia, 1950, as amended for discussion of personnel exemption.

MOTION FOR A CLOSED SESSION

Votes were cast as follows:

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

On motion of Troy L. Balderson, seconded by Anita J. Latane, Council **certified** that WHEREAS, the Tappahannock Town Council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

MOTION FOR CERTIFICATION

WHEREAS, Section 2.2-3712(D), of the Code of Virginia requires a certification by the Tappahannock Town Council that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE BE IT RESOLVED by the Tappahannock Town Council this 12th day of June 2023, hereby certifies that, to the best of each members knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (2) only such public business matters as were identified in the motion convening the closed meeting pursuant to Section 2.2-3711 paragraph (A) 1 personnel exemption were heard, discussed, or considered by the Tappahannock Town Council.

Certification as follows:

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

On motion of Troy L. Balderson, seconded by Anita J. Latane, Council voted unanimously to adopt the addendum to the Town Manager Pollitt's contract.

COUNCIL VOTED TO ADOPT THE ADDENDUM TO THE TOWN MANAGER POLLITT'S CONTRACT


Votes were cast as follows:

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

Mayor Gladding informed the council members that we have a vacant spot on the Board of Zoning Appeals and a vacant spot on the Tappahannock Planning Commission. He asked the council members to find a town resident who is willing to serve.

There being no further business, the meeting was adjourned at 8:45 p.m.

ADJOURNED


Roy M. Gladding, Mayor


Patsy K. Scates, Town Clerk



RESOLUTION
A RESOLUTION TO ADOPT THE FY24 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 2024; 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 8th, 2023; and

NOW, THEREFORE, BE IT RESOLVED by the Town Council of Tappahannock Virginia this 12th day of June 2023, that the Town of Tappahannock budget totaling **\$7,623,770** is adopted and the tax rates for Fiscal Year 2024 or July 1st 2023– June 30th 2024 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	207,535
Penalty & Interest	2,940
Other Local Taxes	3,742,485
Permits/Fees/Licenses	2,260
Fines & Forfeitures	13,440
Use of Money & Property	84,735
Charges for Services	239,450
Non-Revenue Sources	734,960
State Aid	224,320
Federal Aid	<u>\$0,000</u>
TOTAL REVENUE	\$5,508,040



EXPENDITURES

General Government	1,411,190
Police	1,110,540
Fire & Rescue	115,935
Public Works	1,143,055
Unclassified	371,005
Water & Sewer Transfer	340,295
Capital Projects Transfer	565,400
Debt Service	<u>450,620</u>
Total Expenses	\$5,508,040

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	\$1,401,595
Loan Proceeds	\$2,000,000
Local Use of CIP Reserves	\$142,580
Local Use of General Fund Balance	<u>\$467,000</u>
TOTAL	\$4,011,175

General Government Capital Improvement Projects Fund Expenditures

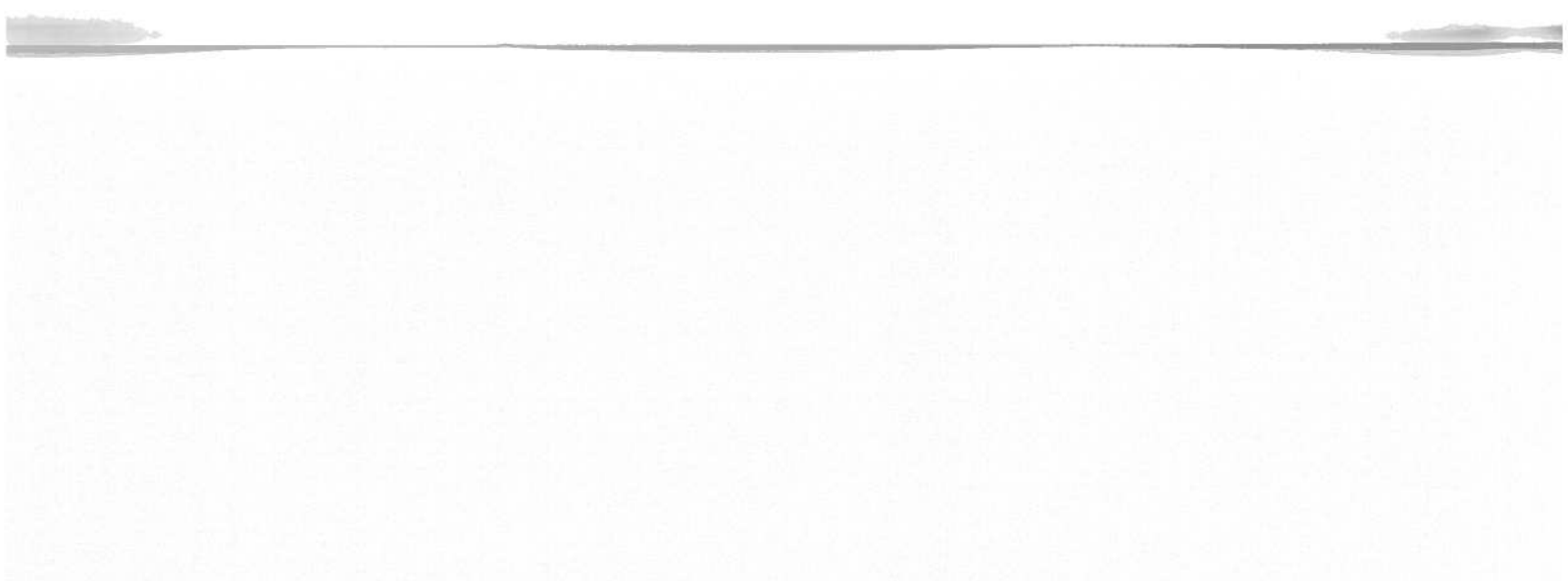
Police Department	\$326,175
Public Works	\$151,000
Community Development	\$736,000
Parks & Recreation	\$2,763,000
Surplus/ Capital Reserve	<u>\$35,000</u>
TOTAL	\$4,011,175

Water & Sewer Capital Improvement Projects Fund Revenues*

Grant Revenue	\$0,000
Loan Proceeds	\$0,000
Local Use of CIP Reserves	\$23,400
Local Use of General Fund Balance	<u>\$75,000</u>
TOTAL	\$98,400

Water & Sewer Capital Improvement Projects Fund Expenditures

Water and Sewer Capital Improvements	\$23,400
Surplus/ Capital Reserve	<u>\$75,000</u>
TOTAL	\$98,400



*Capital fund revenues are supplemented by transfers from the General Fund.

American Rescue Plan Act Capital Improvement Projects Fund Revenues

Round 1 of ARPA Funds	\$157,210
Round 2 of ARPA Funds	<u>\$1,246,057</u>
TOTAL	\$1,403,267

American Rescue Plan Act Capital Improvement Projects Fund Expenditures

Water Meter Upgrade Project	\$0.000
Sewer Rehab Project	\$1,236.820
Contingency	<u>\$166.447</u>
TOTAL	\$1,403,267


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	\$850
Sale of Lots	\$11,250	Lights	\$300
Interest	<u>\$5,300</u>	Grounds Maintenance	<u>\$20,400</u>
Total Revenue	\$21,550	Total Expenses	\$21,550

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	\$463,850	Surplus Reserve	\$50,000
Sewer Usage Revenue	\$1,169,655	Personnel Sub-Total	\$797,755
Misc. Revenue Sub-Total	\$141,930	Operations Sub-Total	\$672,395
Transfer from General Fund	<u>\$340,295</u>	Debt Service Sub-Total	<u>\$595,580</u>
Total Revenue	\$2,115,730	Total Expenses	\$2,115,730

Adopted this 12th day of June 2023 by the
Town of Tappahannock Virginia


Roy M. Gladding, Mayor

