

TOWN COUNCIL
SPECIAL MEETING
JANUARY 16, 2014
5:00 PM

Mayor Greer-Present
Vice-Mayor Lewis-Present
Councilman Ward-Present
Councilman Massey-Absent
Councilman Doughty-Present
Councilman Heaster-Present
Councilman Metz-Present

STAFF PRESENT: Robert Duer, Ethel Parks, Chief DiMartino, Sgt. Campbell, Taylor Dukes.

CALL TO ORDER:

The meeting was called to order at 5:00 pm by Mayor Greer. Mayor Greer established a quorum.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited by all present.

INVOCATION:

The Invocation was given by Mayor Greer.

PURCHASE OF TRASH TRUCK:

Councilman Heaster made the Motion to reopen the discussion on purchasing a trash truck. The Motion was seconded by Vice-Mayor Lewis. The Motion was passed unanimously. Taylor Dukes informed the Mayor and Council that he and Adam Zieger went to Tom's Truck Sales in Manassas today to look at a trash truck. He said that they drove it and operated all the equipment on it. He noted that the heater did not work but was advised by the sales person that they would fix the heater, put new tires on the front and retreads on the back, a new windshield, a DOT inspection, a VA inspection, a tipper attachment and a step. He said that it runs good, it is clean, it is not beat up and has a 30 day guarantee. After little discussion Vice-Mayor Lewis made the Motion to purchase the truck for \$67,900. The Motion was seconded by Councilman Ward. The Motion was passed unanimously.

CENTER CHEVROLET PROPERTY CLEAN-UP:

a. EQUIPMENT RENTAL

Taylor Dukes recommended to the Mayor and Council to rent a machine to clean up the Center Chevrolet property. He said that they could do it a lot quicker and neater with the right equipment. Mr. Dukes noted that they can rent a Bobcat from Hertz Rental for \$140.00 a day with a \$200.00 deliver fee which would cost approximately \$1,500 for a week. He said that he has already called Branscome and they will take all of the blocks. Councilman Heaster made the Motion to rent the equipment needed to clean up the property. The Motion was seconded by Vice-Mayor Lewis. The Motion was passed unanimously.

CONSTRUCTION OF TAYLOR'S OFFICE & REMOVAL OF EXISTING WALL:

Mr. Duer said that they wish to build Taylor an office and tear down the wall on the north end. He said he has gotten one written bid and it the cost is going to be around \$1,500. Councilman Heaster made the Motion to spend \$1,500 to demo one wall and build another for Taylor's office. The Motion was seconded by Councilman Metz. The Motion was passed unanimously.

EMPLOYEE MANUAL UPDATE:

a. MAXIMUM SICK LEAVE HOURS

b. MAXIMUM VACATION HOURS

i. SEMI-ANNUAL VACATION HOUR CASH-IN?

1. MUST MAINTAIN A 2 WEEK BALANCE AND THEN CAN CASH IN FROM 8-40 HRS

ii. USE IT OR LOSE IT?

Mr. Duer asked for direction from the Council for the maximum number of sick and vacation hours that the employees can carry over. Under the new short term and long term disability plan that the

Town is required to carry, employees do not need to carry a lot of sick hours. The Town is obligated to pay employees under the new plan. He noted allowing employees to carry 200 hours of sick and vacation hours is fair. The Council agreed.

COMPREHENSIVE PLAN:

Mr. Duer discussed the option of talking to A-NPDC or Draper Aden to update our Comprehensive Plan. It was the general consensus of the Council to talk to Draper Aden and get a cost.

TAX BILLING/COLLECTION SOFTWARE:

Mr. Duer explained that we are currently using several software programs to bill for taxes, utility bills and business licenses. The tax program cost us \$5,500. Southern Software will come in for up to three days and train us on utility billing and business license for \$2,300. The tax conversion and yearly support for taxes, utility billing and business license would cost \$13,745 and we would no longer need the current tax program. He added that everything that we are billing for would be on one billing system instead of several and we could go back to using the meter reader. Also we could bill for decals instead of selling them. Councilman Metz made the Motion to move forward with Southern Software. The Motion was seconded by Councilman Heaster. The Motion was passed unanimously.

ADJOURNMENT:

Councilman Doughty made the Motion to adjourn. The Motion was seconded by Vice-Mayor Lewis. The Motion was passed unanimously.

Douglas Greer, Mayor

Ethel Parks, Town Clerk