

TOWN COUNCIL
MEETING
AND
PUBLIC HEARING
FEBRUARY 6, 2017
7:00 PM

At a regular meeting of the Town Council of the Town of Exmore, Virginia, held in the Meeting Room of the J. Guy Lawson Municipal Building, 3305 Main Street, Exmore Virginia, on the 6th day of February, 2017, at 7:00 pm

Present:

Mayor Douglas Greer-Present
Vice-Mayor Thomas Lewis-Present
Councilman G. W. Adkins--Present
Councilman Bradley Doughty-Present
Councilman Bryon Heaster-Present
Councilman John Metz-Present
Councilman Chase Sturgis-Present

STAFF PRESENT: Robert Duer, Ethel Parks, Chief DiMartino, Sgt. Zieger, Taylor Dukes, Mike Johnson.

CALL TO ORDER:

The Town Council meeting came to order at 7:00 pm with the majority in attendance reciting the pledge of allegiance.

IVOCATION:

The Invocation was given by Mayor Greer.

OPEN PUBLIC HEARING:

Mayor Greer opened the Public Hearing.

PUBLIC HEARING – CDBG FUNDING:

Mr. Dukes informed all in attendance that the Town is applying for a \$1,000,000 Community Development Block Grant to help with the expansion of the Towns sewer system. He said that the purpose of the Public Hearing is to inform the citizens about the project and the Town-wide survey. The next Public Hearing will be held on March 6, 2017 at 7:00 pm. Mr. Dukes noted that the block grant program is federal funds from the HUD department and this grant is administered by the Department of Housing in Richmond, Virginia. The program's main objective is to benefit families in the low-moderate income threshold. Mr. Dukes explained that this grant will help fund a new wastewater treatment facility and dispersal field at the Belle Haven site. It will help improve our sewer collection system and provide service where there is no public sewer service now.

There were no questions from the Mayor or Council and there was no one from the public to speak.

CLOSE PUBLIC HEARING:

Councilman Metz made the Motion to close the Public Hearing. The Motion was seconded by Councilman Heaster and was passed unanimously.

Mr. Duer asked for the agenda to be amended to add the Draper Aden contract and the Virginia Resource Authority Grant under New Business. Councilman Heaster made the Motion to amend the agenda. The Motion was seconded by Vice-Mayor Lewis and was passed unanimously.

APPROVAL OF MINUTES:

REGULAR COUNCIL MEETING – DECEMBER 5, 2016:

Councilman Sturgis made the Motion to approve the amended Minutes of the regular Council meeting of December 5, 2016. The Motion was seconded by Vice-Mayor Lewis and was passed unanimously.

CITIZEN COMMENT (LIMIT OF 3 MINUTES PER SPEAKER):

Tim Holloway spoke on behalf of the Randy Custis Memorial Fund. He thanked the Mayor and Council for their continued support. Mr. Holloway commended Mr. Phil Custis for having an active leadership role with the Randy Custis Memorial Fund for 28 years.

Phil Custis thanked the Mayor and Council for their continued support of the Randy Custis Memorial Fund. He noted that Northampton County, Cheriton and Nassawadox have donated funds as well.

OVERVIEW OF TOWN'S MARKETING INITIATIVE – MR. DUER:

Mr. Duer noted that Ms. MacGarvey could not attend tonight's meeting and he is asking for \$10,000 more for the marketing program. The discussion was moved to New Business.

TOWN MANAGER'S REPORT – ROBERT G. DUER:

Mr. Duer reported that the 2015 audit is complete. He said the audit is clean and the auditor has the documents for the 2016 audit. We hope to have it complete by March 31st. BPOL letters will go out tomorrow and are due back by March 31st. VML is offering a supervisors OSHA training here on March 16th. We have moved another \$100,000 from the General Fund to the Money Market account bringing it to \$1,000,000. This account pays approximately \$370 in interest each month, totaling approximately \$6,100 to date. Mr. Duer noted that he would like to schedule a work session on March 6 at 6:30 to go over the preliminary budget. The Juneteeth Celebration at the Park is scheduled near the middle of the month and the Little League has scheduled an Oyster Roast at the Park on March 11th. Mr. Duer asked the Council for guidance on Park policies. He stated that we need another tower light, a PA system and a music license for the Park. We have \$3,000 and the tower light is \$4,250. Mr. Duer asked them to consider chairs and tables for the building at the Park at a cost of approximately \$1,500 and a camera system when they begin working on the new budget. Progress is being made with the well and sewer projects. Mr. Duer reported that Northampton County still has no County Administrator.

FINANCIAL REPORT – ROBERT G. DUER:

MONTHLY SUMMARIES:

DECEMBER AND JANUARY 2016: Mr. Duer reported that we have collected 77% of our 2016 taxes to date. Our net income for the month of December was \$81,834 and \$43,034 for January for a year-to-date net income of \$332,798. He explained that the expense of the multi-purpose building was budgeted last year but has been expended this year.

OLD BUSINESS:

UPDATE ON SEWER PROJECT – MR. DUKES:

Mr. Dukes stated that the sewer project is going well and the surveyor is currently on site. He noted that we need 300 surveys completed and returned.

UPDATE ON WELL PROJECT – MR. DUKES:

Mr. Dukes noted that the Health Department has given approval to take the backwash from the water tower to the Belle Haven drain fields. The conference call on Friday between the Town, Health Department, Revolving Loan Fund, engineers and the Office of Drinking Water will help determine funding for the new wells.

NEW BUSINESS:

ADOPTION OF 2017 EMPLOYEE MANUAL:

Mr. Duer explained that there are 3 changes in the manual this year. The 2016 manual offered bereavement leave to part-time employees and that has been eliminated in the 2017 manual. An employee must now have a physician's note to return to work after missing 3 days instead of 7 days and Night Shift has been added for any department to state that if you cannot work your scheduled night shift you must call in by noon of that day. Vice-Mayor Lewis made the Motion to approve the

2017 employee manual effective February 1, 2017. The Motion was seconded by Councilman Metz and was passed unanimously.

EXPENDITURE APPROVAL OF NEW P.E.R. FOR SEWER PLANT:

Mr. Duer noted that the Preliminary Engineering Report has to be completed before we can move forward with the new sewer plant. He said that the proposed P.E.R. from Draper Aden is approximately \$69,310. After brief discussion, Vice-Mayor Lewis made the Motion to approve the proposal. The Motion was seconded by Councilman Metz and was passed unanimously.

CONTINUING SUPPORT FOR MARKETING PROGRAM:

Mr. Duer asked the Mayor and Council to amend the budget by a \$10,000 increase to continue the marketing program. Councilman Sturgis made the Motion to amend the budget to increase the marketing program by \$10,000. The Motion was seconded by Councilman Adkins and was passed unanimously.

Mr. Duer noted that he budgeted over \$90,000 for the new water bond on the new wells and the wells are not complete. He explained that he would like to pay off the existing bond this year and have only one water bond payment next year. We would be paying \$70,000 plus interest April 1st and it will be paid off. Councilman Heaster made the Motion to pay off the existing water bond. The Motion was seconded by Vice-Mayor Lewis and was passed unanimously.

Mr. Duer asked the Council to amend the budget to add \$3,000 to the Park budget and \$1,000 to the Public Works equipment budget for the light and music license. Councilman Adkins made the Motion to amend the budget to allow for the light and music license. The Motion was seconded by Councilman Doughty and was passed unanimously.

EXPENDITURE APPROVAL OF WATER FILTRATION PLANT REVISIONS AND BACKWASH FORCE MAIN DESIGN:

Mr. Duer and Mr. Dukes explained that we have to pump 30,000 gallons of water from the water Tower to the Belle Haven drain fields. They stated that it will be less costly to pump it than to truck it to Pocomoke or elsewhere. The proposal from Draper Aden is for \$38,000. Councilman Sturgis made the Motion to accept the proposal from Draper Aden. The Motion was seconded by Councilman Adkins and was passed unanimously.

ZONING – MR. DUKES:

Mr. Dukes noted that there was no quorum of the Planning Commission for the Joint Public Hearing tonight and it will be rescheduled for the March 6, 2017 meeting.

The house on the corner of Thurgood Marshall Road and Occohannock Road has been cleaned up. Prices to install fire hydrants are coming in between \$10,000 and \$15,000. The car ordinance is working. Some residents are getting rid of the old vehicles and others are moving them to other properties.

POLICE REPORT – CHIEF DIMARTINO:

Chief DiMartino reported that all officers are doing well. He noted that Court was continued in January due to the snow and the fines will come in later. There were no injuries or damaged town vehicles due to the snow and only one reportable crash with no injuries. He stated that there have been no crashes at either intersection since VDOT installed the high-vis backer plates on the traffic lights.

PUBLIC WORKS REPORT – MR. JOHNSON:

Mr. Johnson reported that they had 50 service calls in January that included 15 turn-offs, 14 turn-ons, 3 water leaks, 5 re-reads, 1 emergency turn-off and 5 pressure tests. Hydrants were flushed on January 20th and brush and limbs were picked up on January 30th. They read 714 water meters and have installed a total of 487 new water meters. Garbage collection is up to approximately 22,000 per week.

UTILITY REPORT – MR. DUKES:

Mr. Dukes noted that VDOT has hired a vacuum truck to clean some of the ditches in town that are holding water.

DECEMBER 2016: Mr. Dukes stated that we pumped 3.4 million gallons of water which put us at 42.6 million gallons for 2016.

JANUARY 2017: Mr. Dukes noted that we pumped 3.8 million gallons of water in January.

CLOSED SESSION – SALARY DISCUSSION:

Councilman Heaster: “I move that the Council convene in closed session pursuant to Virginia Section §2.2-3711 (A)(1), for the discussion and consideration of the assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of employees.” The Motion was seconded by Councilman Sturgis. The Motion was passed by the roll call vote of Councilman Sturgis-Aye; Councilman Adkins-Aye; Councilman Doughty-Aye; Councilman Heaster-Aye; Councilman Metz-Aye; Vice-Mayor Lewis-Aye. The Mayor, Council, Mr. Duer, Chief DiMartino and Mrs. Parks convened to Closed Session.

CERTIFICATION OF CLOSED SESSION:

Councilman Sturgis read the “Certification of Closed Meeting” as follows:

WHEREAS, the Council of the Town of Exmore has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of Section §2.2-3712(D) of the Virginia Freedom of Information Act; and

WHEREAS, Section §2.2-3712(D) of the *Code of Virginia* requires a certification by this Council that such a closed meeting was conducted in conformity with Virginia Law;

NOW, THEREFORE BE IT RESOLVED, that the Council of the Town of Exmore hereby certifies that, to the best of each member’s knowledge, (i) only public business matters lawfully EXEMPTED FROM OPEN MEETING REQUIREMENTS BY Virginia law were discussed and (ii) only such business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered.

Vice-Mayor Lewis seconded the “Certification of Closed Meeting” and was approved by the roll call vote of Councilman Sturgis-Aye; Councilman Adkins-Aye; Councilman Doughty-Aye; Councilman Heaster-Aye; Councilman Metz-Aye; Vice-Mayor Lewis-Aye.

VOTE:

Vice-Mayor Lewis made the Motion to approve to the context of the discussion of the Closed Session. The Motion was seconded by Councilman Sturgis and was passed unanimously.

CITIZEN COMMENT (LIMIT OF 3 MINUTES PER SPEAKER):

There was no one who wished to speak.

SCHEDULED MEETINGS AND CLOSINGS:

TOWN OFFICE CLOSED – MONDAY, FEBRUARY 20, 2017 (PRESIDENT’S DAY)

WORK SESSION – MONDAY, MARCH 6, 2017 @ 6:30 pm

PUBLIC HEARING – MONDAY, MARCH 6, 2017 @ 7:00 pm

TOWN COUNCIL MEETING – MONDAY, MARCH 6, 2017 @ 7:00 pm

ADJOURNMENT:

Councilman Heaster made the Motion to adjourn the meeting. The Motion was seconded by Councilman Adkins. The Motion was passed unanimously and the meeting was adjourned.

Douglas Greer, Mayor

Ethel Parks, Town Clerk

