

TOWN COUNCIL
MEETING
AUGUST 5, 2024
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 5th day of August 2024 at 7:00 pm.

ATTENDANCE:

Mayor Douglas Greer-Present
Vice-Mayor Thomas Lewis-Present
Councilman G. W. Adkins-Present
Councilman Bryon Heaster-Present
Councilman John Metz-Absent
Councilman Chase Sturgis-Present
7th Member Seat – Vacant

STAFF ATTENDANCE:

Robert Duer, Ethel Parks, Taylor Dukes, Chief DiMartino, Capt. Zieger.

CALL TO ORDER:

Mayor Greer established a quorum and called the Town Council meeting to order at 7:00 pm.

PLEDGE:

The Pledge of Allegiance was recited by the majority in attendance.

INVOCATION:

The invocation was given by Mayor Greer.

APPROVAL OF MINUTES:

TOWN COUNCIL MEETING – JULY 1, 2024:

Councilman Heaster made the Motion to approve the Minutes of the July 1, 2024, regular Town Council meeting as presented. The Motion was seconded by Vice-Mayor Lewis and was passed unanimously with Councilman Metz being absent.

CITIZEN COMMENT (LIMIT OF 3 MINUTES PER SPEAKER):

Brenda Bailey, Temple Drive, noted that she was previously told that she would not be required to connect to Town water. She asked how she would be billed for sewer if she is not connected to the water system. Mr. Dukes remarked that he would answer her questions during the sewer report.

Damion Geist, Caboose property, said that he has been working on replacing rotten boards and painting the Railroad Station. He noted that the railroad company has offered to turn the lights on. He asked the Mayor and Council for authorization to move forward with the lighting. The Mayor and Council agreed.

J. R. Bishop, Monroe Street, thanked Mr. Duer and Mr. Dukes for helping to resolve the issue with the sewer system at the house that burned in January. He asked if the house he purchased on Occohannock Road, to be used as an Airbnb, would be grandfathered and how many Airbnb's would be allowed in Town.

TOWN MANAGER'S REPORT – MR. DUER:

Mr. Duer noted that there are 3 anniversaries this month. Eddie Diaz, 4 years; Mrs. Parks, 23 years and Doug Colburn, 1 year.

Efforts to obtain easements for the sewer system on several properties have ceased. Mr. Duer noted that in the long run, it will be extremely costly to the property owners in the future when their systems fail.

Mr. Duer told the Mayor and Council that they will need to decide on Mr. Dukes' salary effective January 1, 2025, when he steps in as Town Manager.

Mr. Duer informed the Mayor and Council that Mr. Dukes will be addressing the future of Exmore and the potential for development. He urged them, along with the Planning Commission, to be proactive and set a vision for the development and growth of Exmore.

FINANCIAL REPORT – MR. DUER:

JULY FINANCIALS:

Income for the month of July was \$263,673 and credit over expenses were \$423,876. The net income for July was \$687,550.

YTD FINANCIALS:

Mr. Duer noted that all departments are under budget except the sewer project. The year-to-date net income is under budget by \$978,329.

NEW BUSINESS:

KEVCOR JULY BILL FOR SEWER PROJECT – MR. DUER:

Mr. Dukes noted that the invoice for Kevcor is \$1,173,805.70 and it needs to be sent to the engineer for approval. Councilman Sturgis asked Mr. Dukes if the sewer project is on target for completion. Mr. Dukes said they anticipate being finished in January 2025. Councilman Sturgis made the Motion to accept Pay App #12 in the amount of \$1,173,805.70. The Motion was seconded by Councilman Heaster and was passed unanimously with Councilman Metz being absent.

BUDGET AMENDMENTS: EXPENDITURES AND APPROPRIATIONS – MR. DUER:

Mr. Duer noted that the budget amendment for sewer expenses for the month of July include John Maynard, salaries, James Cornwell, Sands Anderson and Sheryl Stephens and water repair expenses are for John Maynard. Councilman Heaster made the Motion to approve the budget amendment expenses for the sewer. The Motion was seconded by Councilman Sturgis and was passed unanimously with Councilman Metz being absent. Councilman Sturgis made the Motion to approve the budget amendment for water repairs. The Motion was seconded by Vice-Mayor Lewis and was passed unanimously with Councilman Metz being absent. The budget amendments for sewer income include DEQ and USDA. Councilman Sturgis made the Motion to approve the budget amendments for sewer income for DEQ and USDA. The Motion was seconded by Councilman Heaster and was passed unanimously with Councilman Metz being absent. The budget amendments for sewer income from the ARPA funds include John Maynard, salaries, Sheryl Stephens, James Cornwell and Sands Anderson. Councilman Sturgis made the Motion to approve the income from the ARPA funds. The Motion was seconded by Councilman Adkins and was passed unanimously with Councilman Metz being absent. Councilman Heaster made the Motion to approve the income from the ARPA funds for John Maynard for water repairs. The Motion was seconded by Vice-Mayor Lewis and was passed unanimously with Councilman Metz being absent.

Mr. Duer noted that there is approximately \$1,000,000 left to spend of the ARPA funds and it needs to at least be allocated by December 31, 2024.

ACCOUNTING SOFTWARE UPGRADE – MR. DUER:

Mr. Duer explained that on the advisement of our auditors, we need to upgrade our accounting software. He said that purchasing the new software, which includes installation, training and 1 year support, will cost \$20,848.00. Councilman Sturgis made the Motion to approve the purchase of the new accounting software to be paid for from the ARPA funds. The Motion was seconded by Vice-Mayor Lewis and was passed unanimously with Councilman Metz being absent.

SEWER RATE ADJUSTMENT – MR. DUER:

Mr. Duer stated that HRSD's business rate increased July 1, 2024, for anyone using over 5,000 gallons of water. He said that the increase will average to approximately \$1.00 per billing unit and that it is written in the ordinance.

VRSA DISCUSSION – PROPERTY VALUES – MR. DUKES:

Mr. Duer noted that after reviewing insurance on the Town's properties, he found that the real estate is insured only for the assessed values and not the replacement values. Mr. Dukes asked the Mayor and Council if they wanted the properties insured at the assessed value or full replacement value. He said that VRSA has offered to assess all Town owned property and gives us a quote on coverage and premiums. The Mayor and Council agreed to move forward with this.

OLD BUSINESS:

PROBLEMATIC SEWER CONNECTS – MR. DUKES:

Mr. Dukes noted that there are 21 homes that have additions, decks, etc. built over the existing septic tanks. This has caused problems for the contractors connecting them to the new sewer system. After much discussion, the Mayor and Council agreed to pay \$5,000 per household towards the new system connection. Councilman Heaster made the Motion to pay and cap funding at \$5,000 per household towards the new system connection. The Motion was seconded by Councilman Sturgis and was passed unanimously with Councilman Metz being absent.

BELLE HAVEN SEWER EXPANSION, EASEMENTS, ETC – MR. DUKES:

Mr. Duer recommended that Belle Haven property owners should pay for the engineers for the sewer easements. The Mayor and Council agreed.

SEWER ORDINANCE – HRSD'S GREASE PROTOCOLS:

Mr. Dukes noted that HRSD has inspected a few restaurants in Town and found that their grease traps are not up to standards. He said that we will need to adopt an ordinance like, or similar to HRSD's ordinance pertaining to grease. Mr. Dukes noted that he is waiting for HRSD's recommendations.

POLICE REPORT – CHIEF DIMARTINO:

Chief DiMartino noted that all officers are doing well. Officer Hipple finished his field training last month and has been out working on his own. There were 4 reportable crashes in July. He said that 2 of the crashes were at intersections with the yellow flashing lights. Chief DiMartino urged everyone to use extreme caution when turning on the yellow flashing light. The grant for the new cameras is underway. These cameras will allow coverage from Tru-Blu to Royal Farms. Chief DiMartino announced that the Secret Santa raffle tickets are now available. He said that the proceeds from the raffle goes to help families in need at Christmas.

PUBLIC WORKS REPORT – MR. DUER:

No report.

WATER AND SEWER REPORT – MR. DUER:

Mr. Dukes said that as of July 23rd, the contractors have used 49% of their time on the sewer project and 80% of the materials have been used. There are 603 stations installed and 393 stations in service. When the project is complete, there will be a total of 775 stations in service. He noted that HRSD continues to work on the billing.

Mr. Dukes replied to Ms. Bailey's question, saying that the ordinance states that when the water line runs past your house, you must connect to the Town water service. The sewer is mandatory. He said that the sewer fee for homes not connected to Town water is a \$40.00 base fee then \$12.00 per person living in the household.

ZONING REPORT – MR. DUKES:

Mr. Dukes said that the new sewer system is bringing development. Advance Auto is being built now and Auto Zone has applied for permits to build and more requests are coming in. He noted that we need a part-time building inspector and zoning enforcement. We also need to address the derelict structures in Town. He said that there are 12 or more structures that need to be torn down and there are people living in a few of the derelict houses.

There will be a Joint Town Council/Planning Commission meeting on the 19th at 7:00 pm. Mr. Dukes noted that they would be discussing changes to the zoning ordinances. He encourages all citizens to attend.

CITIZEN COMMENT (LIMIT OF 3 MINUTES PER SPEAKER):

Larry Small said that he appreciates the Mayor and Council and thanked them for all they do for the Town. J. R. Bishop mentioned that it may be less costly for the Town to hire a plumber rather than to pay a contractor to repair the water leaks.

Brenda Bailey asked about building tiny houses in Town. Mr. Duer said that it would be discussed in the meeting on the 19th.

Councilman Sturgis thanked the Mayor, Council and the Town staff for the flowers he received during his loss.

SCHEDULED MEETINGS & CLOSINGS:

JOINT TOWN COUNCIL/PLANNING COMMISSION MEETING –


MONDAY, AUGUST 19, 2024 @ 7:00 pm

OFFICE CLOSED – MONDAY, SEPTEMBER 2, 2024 – LABOR DAY

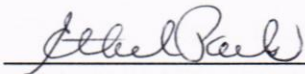
TOWN COUNCIL MEETING – MONDAY, SEPTEMBER 9, 2024 @ 7:00 pm

ADJOURNMENT:

Councilman Adkins made the Motion to adjourn the meeting. The Motion was seconded by Councilman Sturgis and was passed unanimously with Councilman Metz being absent.



Douglas Greer, Mayor



Ethel Parks, Town Clerk