

**ROCKY MOUNT TOWN COUNCIL
MEETING MINUTES
FEBRUARY 9, 2015**

The February 9, 2015 regular meeting of the Rocky Mount Town Council (hereafter referred to as "Council") was held in the Council Chambers of the Rocky Mount Municipal Building, located at 345 Donald Avenue, Rocky Mount, Virginia, at 7:00 p.m., with Mayor Steven C. Angle presiding.

The following members of Council were present:

- Mayor Steven C. Angle
- Vice Mayor Gregory B. Walker
- Bobby M. Cundiff
- P. Ann Love
- Robert L. Moyer
- Jon W. Snead
- Billie W. Stockton

The following staff members were present:

- Deanna Alexander, Deputy Clerk
- John T. Boitnott, Town Attorney
- Tim Burton, Waste Water Treatment Plant Superintendent
- Kenneth Criner, Acting Chief of Police
- Robert Dietrich, Water Plant Superintendent
- Joshua Gibson, Town Planner
- Matthew C. Hankins, Assistant Town Manager
- Cecil Mason, Public Works Director
- Stacey Sink, Town Clerk

The meeting was called to order by Mayor Angle.

PLEDGE OF ALLEGIANCE

Mayor Angle led in the Pledge of Allegiance.

Following the Pledge of Allegiance, Mayor Angle welcomed Council Member Moyer back to the dais after a brief absence due to surgery.

APPROVAL OF AGENDA

Mayor Angle asked for any additions or corrections to the presented agenda, and being none entertained a motion.

Motion: To approve the agenda as presented
 Motion By: Council Member Love
 Second: Council Member Snead
 Motion Discussion: None
 Action: The presented agenda was approved by a unanimous vote

SPECIAL ITEMS

Special Item No. 1: Introduction of new staff in the Community Development Department

Matthew Hankins, Assistant Town Manager and Director of the Community Development Department, introduced the department's new Administrative Assistant and Deputy Clerk Deanna Alexander and Town Planner Josh Gibson to Council.

PUBLIC HEARING

Let the record show there were no public hearings held at this time.

APPROVAL OF MINUTES

Prior to the meeting, Council received for review and consideration of approval the following draft minutes: **January 12, 2015 - regular Rocky Mount Town Council Minutes.**

Mayor Angle asked if there were any additions or corrections to the presented draft minutes. The town clerk noted that there was an error on page 5558 of the minutes in which a vote had been recorded showing that Council Member Moyer had voted and it should have been Council Member Love. She has already made the correction but Council will need to approve the amended minutes.

There being no further discussion, Mayor Angle entertained a motion.

Motion: To approve the minutes as amended
 Motion By: Council Member Moyer
 Second: Council Member Stockton
 Motion Discussion: None
 Ayes: Cundiff, Love, Moyer, Snead, Stockton, Walker
 Nays: None
 Action: The January 12, 2015 minutes were approved as amended by a unanimous vote

APPROVAL OF CONSENT AGENDA

Prior to the meeting, Council received, for review and consideration of approval, a list of consent agenda items, which consists of any miscellaneous resolutions, proclamations, miscellaneous action items, departmental monthly reports, and the bill list. This month's consent agenda consists of the following:

- Miscellaneous Resolutions/Proclamations: "Resolution by the Rocky Mount Town Council Acceptance of Old Fort Road"
- Miscellaneous Action (none at this time)
- Departmental Monthly Reports: Community Development Department, Finance Department, Fire Department, Police Department, Public Works Department, Waste Water Department, Water Department

There being no discussion, Mayor Angle entertained a motion.

Motion: To approve the consent agenda as presented

Motion By: Vice Mayor Walker

Second: Council Member Moyer

Motion Discussion: None

Ayes: Cundiff, Love, Moyer, Snead, Stockton, Walker

Nays: None

Action: The consent agenda was approved by a unanimous vote

HEARING OF CITIZENS

Let the record show that no citizens came forward prior to the meeting asking to speak before Council. Mayor Angle opened the floor to any citizen wishing to speak. Let the record show that no citizen came forward.

OLD BUSINESS

Old Business Item No. 1: Resolution by the Rocky Mount Town Council Legislative Prayer

Staff Report By Assistant Town Manager Hankins: Council Member Moyer has asked Town Council to consider opening its meetings with a prayer. The Town Attorney and Town Manager have consulted with the Virginia Municipal League (VML) and other local government attorneys in order to assist Council in establishing, if it so chooses, a legal meeting prayer policy.

The attached "Legislative Prayer" guidance document from the Virginia Municipal League summarizes the opportunities and pitfalls associated with establishing an opening meeting prayer. The core challenge is the establishment clause in the first amendment of the United States Constitution that guides all levels of government not to

make any law regarding the establishment of a religion. VML offers the following guidelines regarding meeting prayers in local governments in Virginia:

- The prayer should be given by a person other than a member of the governing body.
- Individuals wishing to deliver a prayer should have an opportunity to sign up to do so, thereby allowing all faiths the chance to participate.
- The prayer should be given to the governing body and not those in attendance, and participation by those attending the meeting should not be sought.

With these guidelines in mind, the attached draft policy is submitted.

General Discussion: None

Mayor Angle entertained a motion.

Motion: To table the discussion until March

Motion By: Council Member Moyer

Second: Council Member Cundiff

Motion Discussion: None

Ayes: Cundiff, Love, Moyer, Snead, Stockton, Walker

Nays: None

Action: Motion to table the discussion regarding legislative prayer was approved by a unanimous vote

NEW BUSINESS

New Business Item No. 1: Review and consideration of approval of requests of Linda Stanley, Franklin County Historical Society, to hold annual Moonshine Express and Ghosts & More events and sponsorship request

Staff report by Assistant Town Manager Hankins: The town clerk has received several requests from Linda Stanley, Special Projects Coordinator of the Franklin County Historical Society. The first is to hold the 11th annual Moonshine Express event on Sundays, April 12th and 19th, beginning at the Rocky Mount Municipal Building. The second is for a \$600.00 sponsorship from the Town for two buses (\$300.00 per bus) to use for the event. The third request is to hold the 13th annual Ghosts & More event on Saturdays, October 17th and 24th, beginning at the Rocky Mount Municipal Building. Contained in the meeting packet is a letter from Ms. Stanley explaining her requests in further detail, along with a description of the requested sponsorship.

The Rocky Mount Police Department has reviewed the event requests and approves them as submitted (pertaining to the use of the streets).

General Discussion:

Love: If this is approved will Council be obligating money for next year's budget?

Hankins: Yes.

Walker: Wants to thank Ms. Stanley for all that she does.

Hankins: Clarified that the Moonshine Tour money is already in the budget for this year, but the Ghosts & More money would be for next budget year.

There being no further discussion, Mayor Angle entertained a motion.

Motion: To approve the request as presented

Motion By: Vice Mayor Walker

Second: Council Member Snead

Motion Discussion: None

Ayes: Cundiff, Love, Moyer, Snead, Stockton, Walker

Nays: None

Action: Requests of Linda Stanley were approved by a unanimous vote

New Business Item No. 2: Review and consideration of approval of request from Marcia Cramblitt, Franklin County Parks and Recreation, to hold annual Chug for the Jug 5K, Kids Fun Run, and Carilion Health Walk

Staff report by Assistant Town Manager Hankins: The town clerk has received a request from Marcia Cramblitt, Recreation Programs Manager with Franklin County Parks and Recreation to hold its annual Chug for the Jug 5K, Kids Fun Run, and Carilion Health Walk on Saturday, April 18, 2015 at the Rocky Mount Farmers' Market. Contained in the packet is a letter from Mrs. Cramblitt outlining the request in further detail.

The Rocky Mount Police Department has reviewed this request and approves as submitted.

There being no discussion, Mayor Angle entertained a motion.

Motion: To approve the request as presented

Motion By: Council Member Stockton

Second: Council Member Love

Motion Discussion: None

Ayes: Cundiff, Love, Moyer, Snead, Stockton, Walker

Nays: None

Action: Request of Ms. Cramblitt was approved by a unanimous vote

New Business Item No. 3: Review and consideration of authorizing contingency funds to replace water line service for Lee M. Waid Elementary School

Staff report by Assistant Town Manager Hankins: In the early fall, the Water Department determined that the hydrant flow on the six-inch water line serving Lee Waid Elementary

School did not meet standards for water supply in case of a fire. Staff bagged the hydrants and notified the school division that the fire department can fight fires there but would need additional supply from other sources to make a successful attack.

The Public Works, Water and Community Development directors have been working to determine whether constructing an eight-inch line replacement connected to the main at Mary Coger Lane would be sufficient to raise fire flow to higher than minimum standards.

After appropriate review, staff believes that the correct action is to replace the existing six-inch line with an eight-inch main using the same trench, removing the existing line and replacing it as the work progresses. The shallow soil and solid rock in this area make that the most prudent, cost-effective action. In order to replace the section, Mr. Mason will need to enact this fix after school adjourns in late May, as work is likely to take three weeks or more, particularly if the original trench was not made wide enough throughout.

Mr. Mason has a materials cost estimate just under \$30,000. Staff recommends moving those funds from contingency, and the Finance Director has prepared the appropriation resolution. Labor costs will come from the utility fund budget.

There being no discussion, Mayor Angle entertained a motion.

Motion: To approve the request as presented

Motion By: Council Member Stockton

Second: Vice Mayor Walker

Motion Discussion: none

Ayes: Cundiff, Love, Moyer, Snead, Stockton, Walker

Nays: None

Action: Request to authorize \$30,000 in contingency funds for use in replacing water line at Lee M. Waid Elementary School approved by a unanimous vote

New Business Item No. 4: Review and consideration of Resolution by the Rocky Mount Town Council Acceptance of Penny Lane

Staff report by Assistant Manager Hankins: Noted that as with the previous resolution for Old Fort Road in the consent agenda, this resolution will allow the Town to seek reimbursement from the Virginia Department of Transportation (VDOT) for road maintenance money.

General Discussion:

Hankins: Confirmed that the road area taken into the Town's system will be from the Plateau sign to the cul-de-sac.

There being no further discussion, Mayor Angle entertained a motion.

Motion: To approve the request as presented

Motion By: Vice Mayor Walker

Second: Council Member Snead

Motion Discussion: None

Ayes: Cundiff, Love, Moyer, Snead, Stockton, Walker

Nays: None

Action: The request to approve the acceptance of Penny Lane into the Town's road system was approved by a unanimous vote

New Business Item No. 5: Review and consideration of partial closure of State Street in support of state technical rescue competition hosted in part by Franklin County Public Safety

Staff Report by Assistant Manager Hankins: Capt. Billy Ferguson with Franklin County Public Safety has asked for the ability to narrow lanes on State Street for four days in May. This would facilitate a four-day technical rescue competition with participants from all over Virginia. The vehicles used are fire and rescue trucks and may protrude into the southbound travel lane while the skills test goes on at Ferguson Land & Lumber. If that is the case, Capt. Ferguson has asked for the ability to put down cones to separate the vehicles from the travel lane.

If you do not permit the temporary narrowing of the street, Capt. Ferguson may be able to work out using the CavCo/Fleetwood parking lot as an alternative.

General Discussion:

Mayor Angle: How much of State Street will be affected?

Billy Ferguson: Probably from Byrd Cemetery to Fleetwood. Would start at 9:00 A.M. and be two teams a day, and school buses could get through. He spoke to Chief Criner and he had no issues.

Walker: Will there be something in news paper and also signage?

Hankins: Will ask Franklin County Public Safety to alert the public with advertisement and signage.

Walker: What are the days of week?

Ferguson: Monday through Thursday, the first week in May.

Mayor Angle: Please put notice in local newspaper so folks will know something is happening.

There being no further discussion, Mayor Angle entertained a motion.

Motion: To approve the request as presented

Motion By: Council Member Love

Second: Vice Mayor Walker

Motion Discussion: None

Ayes: Cundiff, Love, Moyer, Snead, Stockton, Walker

Nays: None

Action: Request for a partial closure of State Street during four-day technical rescue competition approved as presented by a unanimous vote

New Business Item No. 6: Declararion of surplus vehicle

Staff report by Assistant Town Manager Hankins: Acting Chief Criner has requested authorization to trade the Ford Excursion in for a smaller vehicle more suited for his administrative duties. The diesel engine in the Excursion has been problematic and continues to be so. The book value for the 2005 Ford Excursion is \$12,808.00. The police department has been offered \$17,000.00 in trade toward a smaller SUV with low mileage.

There being no discussion, Mayor Angle entertained a motion.

Motion: Motion to approve the request as presented

Motion By: Council Member Love

Second: Vice Mayor Walker

Motion Discussion: none

Ayes: Cundiff, Love, Moyer, Snead, Stockton, Walker

Nays: None

Action: Request to declare Police Department Excursion as surplus and eligible for trade-in approved as presented by a unanimous vote

New Business Item No. 7: Review and consideration of funding request for new lighting at Waste Water Treatment Plant

Staff report by Assistant Town Manager Hankins: The Waste Water Treatment Plant has a line item in its capital budget for a new Polymer Blending System. Mr. Burton has determined that such a system will not improve the plant's efficiency to justify the cost (\$10,000).

However, he advises that the lighting fixtures in the headworks building have suffered from exposure to moister with 50% of them being in need of replacement, and that the remaining require frequent bulb replacements. He has obtained the attached quote to replace the lights with long lasting corrosion resistant LEDs. He requests Council authorize him to use the funds allocated for the Polymer Blending System to replace the lights as quoted.

General Discussion:

Burton: Had originally requested a polymer system under the impression that it would improve the efficiency of his plant. However, he tested a unit in December and found that it would not improve the efficiency enough to justify the expense, so he decided to ask to use the money somewhere it is needed more.

Cundiff: This is just shuffling the money that is already approved in the budget to fund another project, not asking for new money.

There being no further discussion, Mayor Angle entertained a motion.

Motion: To approve the request as presented

Motion By: Council Member Cundiff

Second: Council Member Stockton

Motion Discussion: None

Ayes: Cundiff, Love, Moyer, Snead, Stockton, Walker

Nays: None

Action: Request to allow WWTP to transfer budget dollars from polymer blending system to interior lighting project approved as presented by a unanimous vote

COMMITTEE REPORTS

Committee Report No. 1: Finance & Human Services Committee Report

Committee Report delivered by Assistant Town Manager Hankins: The Finance and Human Services Committee met on January 20, 2015 to consider the options related to the Town being made whole on credit card transactions while at the same time not over-collecting. § 2.2-614.1 of the Code of Virginia grants the Town the authority to collect a service charge, but states that such a charge should not exceed the Town's cost.

The Town's credit card processing company "Heartland Payment Systems" estimates that on average the cost of a credit card transaction will be equal to 2.5% of the transaction.

The Committee directed staff to switch from a \$2.50 transaction fee to a 2.5% transaction fee and to report back to the Committee after a full month of statements are available for review.

Given that the Town's financial software cannot add a percentage fee automatically, the finance director has prepared a chart to guide customer service agents in adding a fee based on purchase amounts in increments of ten dollars.

Discussion:

Stockton: Reiterated that the committee wants to review the fees again in March.

Walker: Does not want to overcharge the citizen upfront.

Cundiff: The Town has not received any discount rate and he knows discount rates are available. Bedford and Martinsville have basically the same thing. Both are running it through a card system, and one charges \$2.99 and one charges \$3.99. Likes that it will be revisited in March.

OTHER MATTERS & COMMENTS

Referrals to Planning Commission: Let the record show there were no referrals to Planning Commission at this time.

Rise and Shine: Let the record show that Assistant Town Manager Hankins appeared on the *Rise and Shine Franklin County* show with host Richard Shoemaker this morning.

COUNCIL CONCERNS

Vice Mayor Walker: Where is the Town with advertising the Cox property and attracting business?

Hankins: Currently working with the Roanoke Economic Development Partnership to attract potential businesses. Currently, there is potential to get a cellphone tower there, but not sure if that will satisfy the requirement for a tenant. Edelman looked at the Cox site and then decided to downscale its operations. 2017 is the current date when the funds have to be repaid or a tenant found. The most recent interest is from a manufacturing tenant from West Virginia but this interest is not likely to pan out. The hope is still to find a company to take a railserve site, and the railroad is trying to help the Town find a tenant. A major hold up is not having natural gas at the site.

Vice Mayor Walker: At one time there were trash cans on Circle Drive and Greenmeadow/Windy Lane. Did we discuss taking some of the trashcans from downtown and taking them there? The old concrete cans from downtown?

Mason: Thinks that is what is there now.

Hankins: Staff will take a look and if there is not something there we will get something there.

ADJOURNMENT

There being no further business to discuss, Mayor Angle entertained a motion to adjourn.

MOTION BY: Council Member Moyer

SECOND: Vice Mayor Walker

MOTION DISCUSSION: None

ACTION: Meeting adjourned at 7:40 p.m.



Steven C. Angle, Mayor

ATTEST:



Stacey B. Sink, Town Clerk

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