

**ROCKY MOUNT TOWN COUNCIL
REGULAR MEETING MINUTES
OCTOBER 17, 2016**

The October 17, 2016 Regular Council 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 Vice Mayor Gregory B. Walker presiding.

The following members of Council were present:

- Vice Mayor Gregory B. Walker
- Bobby M. Cundiff
- Robert L. Moyer
- Mark H. Newbill
- Jon W. Snead
- Billie W. Stockton

The following staff members were also present:

- John Boitnott, Town Attorney
- Tim Burton, Waste Water Superintendent
- Robert Deitrich, Water Plant Superintendent
- Rebecca H. Dillon, Executive Administrative Assistant
- C. James Ervin, Town Manager
- Josh Gibson, Town Planner
- Matthew Hankins, Assistant Town Manager
- Brian Schofield, Public Works Superintendent
- Linda P. Woody, Finance Director

APPROVAL OF AGENDA

Prior to the meeting, Council had received the agenda for review and consideration of approval.

Motion: To approve the agenda

Motion By: Council Member Snead

Second: Council Member Stockton

Motion Discussion: None

Ayes: Cundiff, Moyer, Snead, Stockton, Newbill

Nays: None

Action: Approved the agenda by a unanimous vote

SPECIAL ITEMS

Let the record show there was no special items at this time.

PUBLIC HEARING

Let the record show there was no public hearing at this time.

APPROVAL OF MINUTES

Received by Council in their packet for this scheduled meeting were draft minutes for review and consideration of approval:

- September 12, 2016 – regular meeting minutes

Discussion: None

Motion: To approve the minutes as presented

Motion By: Council Member Moyer

Second: Council Member Newbill

Motion Discussion: None

Ayes: Cundiff, Moyer, Newbill, Snead, Stockton

Nays: None

Action: Approved the motion by a unanimous vote.

APPROVAL OF CONSENT AGENDA

This month's consent agenda consists of the following items:

- (1) **Miscellaneous Action:** None at this time
- (2) **Miscellaneous Resolutions/Proclamations:** None at this time
- (3) **Department Monthly Reports**
 - Community Development Department
 - Finance Department
 - Fire Department
 - Police Department
 - Public Works Department
 - Wastewater Department
 - Water Department

Discussion: None

Motion: To approve the consent agenda as presented.

Motion By: Council Member Newbill

Second: Council Member Snead

Motion Discussion: None

Ayes: Cundiff, Newbill, Moyer, Snead, Stockton

Nays: None

Action: Approved the consent agenda as presented by a unanimous vote.

HEARING OF CITIZENS

Vice Mayor Walker opened the floor to any citizens wishing to speak. No one came forward.

OLD BUSINESS:

Let the record show there was one item of old business.

1. Review and Consideration to Purchase a Mini-Excavator for the Town of Rocky Mount Public Works Department

Mr. Hankins spoke regarding the mini excavator. The current budget contains, \$40,000 to replace the sewer line on Hillcrest Drive but the repair had cost considerably less.

Council Member Cundiff asked what the cost was to repair the sewer line. Mr. Hankins stated it was less than \$1,500. Council Member Cundiff stated that the funds to purchase the mini excavator should have come from the general fund instead of the utility capital fund that is reserved for major repairs and or the replacement of the aging Water Treatment Plant and Wastewater Treatment Plant.

Council Member Cundiff stated that he had no problem with getting the excavator however he did have a problem with using utility funds for it.

Council Member Newbill asked if the excavator would be used for water, sewer and general projects. Council Member Newbill also asked if staff could move some money from the Public Works CIP to the Utility CIP to cover the expense. Mr. Ervin stated that if the equipment was to be used for the three departments, then funding should be split 1/3 water, 1/3 sewer and 1/3 general or 2/3 utility and 1/3 general.

Council Member Moyer asked if the excavator was coming from water and sewer repair funds. Mr. Ervin recommended that the excavator come from some general and some utility funds but that Council could decide what funding would be advised.

Council Member Snead stated that the equipment was needed and that there would be less heartburn if the purchase came from the general fund. Mr. Ervin then stated that Staff could code the purchase to a general fund account and bring a document next month for the funding appropriation.

Discussion: None

Motion: To purchase the mini-excavator

Motion By: Council Member Newbill

Vice Mayor Walker asked Council Member Newbill if he would amend the motion to include the funding for the excavator was to come from the general fund. Council Member Newbill stated he would like it to be 1/3, 1/3, 1/3 but was okay with the general fund.

Second: Council Member Stockton

Motion Discussion: None

Ayes: Cundiff, Moyer, Newbill, Snead, Stockton

Nays: None

Action: To purchase the mini-excavator from the general fund

NEW BUSINESS

Let the record show that there was only one item of new business.

1. Review and consideration for Approval to Award an HVAC System Contract to Whitlock Plumbing and Heating, Inc.

Mr. Deitrich stated that the engineer prepared the bid documents and the Town received three good bids from regional contractors. The low bid will meet what was budgeted. There is a 60 day lead time so it may be here during the winter. The notice to proceed will go out on October 18th and once the contract is signed, a preconstruction meeting will be set up.

Council Member Stockton asked what the \$36,300 included. Mr. Deitrich stated that the boiler, air handler and condenser were all included.

Council Member Cundiff asked if the HVAC would be coming from the utility funds. Staff replied that this was Utility Capital Fund Project. Mr. Ervin stated that if the individual heaters were not replaced now, the bidding process would have to be restarted and Council would likely see the heaters in next year's budget.

Council Member Cundiff stated that he would like to see Council do it all now just as Council did with the Water Plant's electrical project.

Discussion: None

Motion: To award the contract

Motion By: Council Member Cundiff

Second: Council Member Snead

Motion Discussion: None

Ayes: Cundiff, Moyer, Newbill, Snead, Stockton

Nays: None

Action: To award the contract and add the alternate one for \$63,600 for all of the work to be done now

COMMITTEE REPORTS

Let the record show there are no committee reports at this time.

OTHER MATTERS & CONCERNS

Let the record show there were no matters and concerns at this time.

ADJOURNMENT

Motion: To adjourn meeting

Time: 7:40 p.m.

Motion By: Council Member Newbill

Second: Council Member Snead

Motion Discussion: None

Ayes: Cundiff, Moyer, Newbill, Snead, Stockton

Nays: None

Action: Meeting convened

Vice Mayor, Gregory B. Walker

ATTEST:

Rebecca H. Dillon, Acting Town Clerk