

**ROCKY MOUNT TOWN COUNCIL
REGULAR MEETING MINUTES
SEPTEMBER 10, 2018**

The September 10, 2018 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 Mayor Steven C. Angle presiding.

The following members of Council were present:

- Mayor Steven C. Angle
- Vice Mayor Billie Wayne Stockton
- Robert L. Moyer
- Mark H. Newbill
- Jon W. Snead
- Gregory B. Walker

The following staff members were also present:

- Allan Arrington, Lt. of Investigations
- Dallas Bailey, Interim Water Plant Superintendent
- Tim Burton, Waste Water Treatment Superintendent
- Ken Criner, Chief of Police
- Rebecca H. Dillon, Town Clerk/Executive Administrative Assistant
- C. James Ervin, Town Manager
- Matthew Hankins, Assistant Town Manager
- Mark Lovern, Lt. of Patrol
- Linda P. Woody, Finance Director

The meeting was called to order by Mayor Steven C. Angle.

PLEDGE OF ALLEGIANCE

Mayor Angle led in saying the Pledge of Allegiance.

APPROVAL OF AGENDA

Prior to the meeting, Council had received the agenda for review and consideration of approval. Mr. Ervin asked if he might add to the agenda a brief update on the impending hurricane. Also, Mrs. Heckman found an error of address and tax map number prior to the meeting beginning on the Staff Report from Community Development for a public hearing. A corrected copy was given to each Council Member on the diaz. The address was corrected to 100 Patterson

Avenue to install an accessory building for Joseph A and Sylvia Menefee. The tax map number was corrected to show 2100032400.

Motion: To approve the amended agenda

Motion By: Council Member Newbill

Second: Council Member Snead

Motion Discussion: None

Ayes: Moyer, Newbill, Snead, Stockton, Walker

Nays: None

Action: Approved the amended agenda by a unanimous vote.

SPECIAL ITEMS

1. Mr. Ervin stated that Mr. Edward "Jeff" Gauldin was in attendance for the Council meeting. Mr. Gauldin will be the new Water Superintendent. Mr. Gauldin will be joining the Town officially on October 8, 2018.
2. Mr. Ervin stated that he and Mr. Hankins were both in a state briefing earlier in the day, prior to the Council meeting. In the briefing Mr. Ervin and Mr. Hankins learned how they should be prepared for the hurricane coming across Southwest Virginia. During the state briefing Mr. Ervin and Mr. Hankins were told to be prepared for their locality to be without assistance for 3-4 days, as the hurricane would be coming through at a time when the ground in Southwest Virginia was already saturated from rainfall.

PUBLIC HEARING

1. Borrowing Debt Issuance

There are two projects that would require some measure of debt for the Town. The first was the meter replacement project and the second project was the Town's share of the interconnection to the Western Virginia Water Authority. The first project was a \$1.1 million project to replace all of the Town's water meters, the water meter reading software and hardware as well as the billing software. The project was estimated to have a debt service cost of \$99,000 annually, but a cost savings of \$28,565 annually and, an increase in revenues of \$134,213 due to more accurate billing which would result in an estimated net positive cash flow for the investment of \$52,000 annually.

The second project was the Town's share of the interconnection to the Western Virginia Water Authority. Mr. Ervin stated that the Town would pay debt service on the cost to interconnect the Town to the Western Virginia Water Authority and that the Town was making progress. Though the agreement between the Town, Franklin County, and the Western Virginia Water Authority stated that the Town will pay the Western Virginia Water Authority annually, the debt was included in the public hearing so that the public could be aware of the process and that Council

had the way clear to finance the debt independently of the Authority, if Council so chose to do so. With contingency and borrowing costs, the Town advertised a \$2.5 million debt issue.

No action was required at this time.

Although no one signed in to speak regarding this topic, Mayor Angle opened the floor to anyone that wished to go to the podium to speak.

No one came forward.

2. Joseph and Sylvia Menefee – Special Exception/Use Permit

A Special Exception/Use Permit Application was filed by Joseph A. and Sylvia Menefee to construct an accessory building upon their property at 100 Patterson Avenue. The property was zoned Central Business District (CBD). Mrs. Heckman stated that the request required a special use permit because the Town of Rocky Mount Zoning Ordinance did not permit accessory buildings by right on properties zoned CBD. Joseph and Sylvia Menefee applied for a special use permit in order to install an accessory building on their property. If approved, the applicants intend to install a prefabricated building at the rear of their property and will meet accessory building setbacks for residential properties. Staff stated the application had been reviewed and recommended approval, as did the Planning Commission at their last meeting with a (6-0) vote. The application was advertised in the Franklin News-Post as required by law, and the public hearing notice was posted on the site.

Although no one signed in to speak regarding this topic, Mayor Angle opened the floor to anyone that wished to go to the podium to speak.

No one came forward.

Discussion: None

Motion: To approve the construction of an accessory building upon the property at 100 Patterson Avenue, Rocky Mount.

Motion By: Council Member Moyer

Second: Council Member Newbill

Motion Discussion: None

Ayes: Moyer, Newbill, Snead, Stockton, Walker

Nays: None

Action: Approved the motion by a unanimous vote.

3. Kids Clubhouse Learning Center, LLC

The Kids Clubhouse Learning Center, LLC, represented by Zavier Hunt, applied for a special use permit to operate a child daycare center on property zoned RB – Residential Business. Mrs. Heckman stated that if approved, the applicant intended to lease the property as a daycare center. At the Planning Commission meeting, the applicant's representative was present and answered questions from the commission. One citizen spoke of concern that the facility would become a 24 hour facility. The Planning Commission addressed that concern by

recommending a condition that the operating hours remain Monday - Friday, 5:30 a.m.- 6:00 p.m. Staff reviewed the application and recommended approval, as did the Planning Commission at the Planning Commission's last meeting with a (6-0) vote. The application was advertised in the Franklin News-Post as required by law, and the public hearing notice sign was posted on the site.

Mrs. Heckman stated that the Kids Clubhouse Learning Center had a wait list to get in and that the facility was a licensed facility.

Mayor Angle opened the floor for the person that signed in to speak but when called on, the person declined to comment. Mayor Angle asked if anyone else would like to speak on the topic and no one came forward.

Discussion: None

Motion: To approve the Kids Clubhouse Learning Center with the stated hours recommended by the Planning Commission which was Monday – Friday from 5:30 a.m. – 6:00 p.m..

Motion By: Vice Mayor Stockton

Second: Council Member Snead

Motion Discussion: None

Ayes: Moyer, Newbill, Snead, Stockton, Walker

Nays: None

Action: Approved the motion by a unanimous vote.

APPROVAL OF MINUTES

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

- August 13, 2018 – Regular Meeting Minutes

Discussion: None

Motion: To approve the draft minutes

Motion By: Council Member Newbill

Second: Council Member Walker

Motion Discussion: None

Ayes: Moyer, Newbill, Snead, Stockton, Walker

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: Vice Mayor Stockton

Motion Discussion: None

Ayes: Moyer, Newbill, Snead, Stockton, Walker

Nays: None

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

HEARING OF CITIZENS

Mayor Angle opened the floor to any citizens wishing to speak.

Let the record show that no one came forward.

OLD BUSINESS:

None at this time

NEW BUSINESS

1. Review and Consideration of Supplemental Appropriation Resolution Regarding Cox Road

Mr. Hankins stated that Town Council had directed staff to construct a new street to serve development on Weaver Street at the Cox property. The construction would create a consolidated entrance / exit on the property to minimize the number of traffic conflicts on Weaver Street and would also serve a new business that was planning on locating in Rocky Mount. Mr. Hankins stated that the construction would be done in the fall of the current year (2018).

Discussion: None

Motion: To approve the supplemental appropriation resolution for \$95,000 to build the road on Weaver Street near the Cox property.

Motion By: Vice Mayor Stockton

Second: Council Member Walker

Motion Discussion: None

Ayes: Moyer, Newbill, Snead, Stockton, Walker

Nays: None

Action: Approved the motion by a unanimous vote.

2. Review and Consideration of Uncollectible Tax Write-off's

Mr. Ervin stated that Staff would like to ask for Council's authorization to write-off uncollectible real estate, personal property, and machinery & tools taxes. There were Real Estate taxes in the amount of \$27.95 that needed to be written off, Machinery and Tools tax of \$1,563.77 to be written off because of bankruptcy and Personal Property taxes and license fees of \$3,866.13 needing to be written off as well. The write-offs were tax tickets that the Finance Department had not been able to collect.

Further options for collection include state debt set-off (from individual state income tax refunds and lottery winnings) and DMV vehicle registration withholding (DMS stops). The new financial software the Finance Department will be having installed should help with collections for future times.

Discussion: None

Motion: To approve the write-offs of Real Estate tax, Personal Property tax and Machinery and Tools tax that were uncollectible taxes. Together the total amount that would be written off would be \$5,457.85.

Motion By: Council Member Snead

Second: Council Member Moyer

Motion Discussion: None

Ayes: Moyer, Newbill, Snead, Stockton, Walker

Nays: None

Action: Approved the motion by a unanimous vote.

3. Review and Consideration of Homecoming Parade

Mr. Ervin stated that the Franklin County High School would like to hold their annual Franklin County Homecoming Parade on the streets of Rocky Mount on Thursday, September 27, 2018. The route is the same as last year's parade. The event was approved by the police department.

Discussion: None

Motion: To approve the Homecoming Parade to take place on Thursday, September 27, 2018 at 6:30 p.m. beginning at the Franklin County High School.

Motion By: Council Member Snead

Second: Council Member Moyer

Motion Discussion: None

Ayes: Moyer, Newbill, Snead, Stockton, Walker

Nays: None

Action: Approved the motion by a unanimous vote.

COMMITTEE REPORTS

The Public Utilities Committee met on August 29, 2018 to review the proposed meter, meter reading and billing replacement project.

In summary, the project involved replacing all meters with remote read meters, replacing the meter reading software and hardware with the ability to gather readings at the office at the Municipal Building (or the water plant for usage tracking) on a moment by moment basis as well as new billing software to function as a customer portal allowing customers to get text alerts as to usage and bills as well as paying those bills electronically.

CMC proposed a price of \$794,268.50 for the meters and meter reading equipment. Also included were 2,669 standard meters, 300 meters that could be cut on and off remotely, 111 1" meters, 28 1.5" meters, 67 2" meters, six 4" meters and one 6" meter as well as six antenna locations for meter reading throughout town and the software to use the system. Concord proposes to install this equipment for \$226,570 for an estimated project total of \$1,020,838.50. Concord will be supplying the meter reading and billing side.

The meters will come with a 10 to 20 year warranty (100% to ten years, then pro-rated from 10 years to 20 years) and will feature a customer portal allowing customers to view and pay their bill electronically as well as get text alerts for usage issues or Town notices (work on lines and boil water notices).

From a financial standpoint, the proposed meter, meter reading and billing replacement project should have consistently positive cash flow. A 15 year bond for \$1.1M at 4% results in an annual payment of \$99,000. The Town would eliminate fuel and maintenance for meter reading, the existing maintenance for the Town's current system, the Town's meter change out line item and other meter reading services for a savings of \$28,565 a year. Additionally the engineer's best estimate of the Town's revenue after replacing the meters would be an increase of \$134,213 for a projected net positive cash flow impact of \$153,887 annually.

The committee recommended up to 300 remote cut off meters that would increase the cost of the project by \$64,000 (\$32,000 per 100). The standard meter would be \$152 and the remote cut-off addition would be another \$320 so the Town would not be able to install them in all locations from a fiscal standpoint. 200 additional meters would result in a similar cost structure as proposed previously in the minutes with a similar rate of investment.

The committee asked staff to find out if there was a pricing break point in the purchase of the remote cutoff meters. There was not.

Council Member Moyer asked what the life expectancy was for the water meters. Mr. Ervin stated the meters would have a 10 year full warranty and another 10 year prorated warranty for a total warranty of 20 years.

No action was taken. Council will await a final contract.

REFERRALS TO PLANNING

None at this time

OTHER MATTERS AND CONCERNS

Mr. Ervin was on Rise n' Shine today.

Council Member Snead asked in regard of the Veterans Memorial. Mr. Hankins stated that he was still trying to get the memorial installed.

CLOSED MEETING AND ACTION

Enter Closed Meeting

Motion: To go into closed session under the Virginia Code Section cited below

Time: 7:39 p.m.

Virginia Code Section:

Section 2.2-3711(A)(3)

Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. (Waste Water Treatment Plant)

Section 2.2-3711(A)(5)

Discussion concerning a prospective business or industry, or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community. (Economic Development/Industrial Park)

For the record, the last item of discussion in closed session had 3 items under the one section of 2.2-3711(A)(5).

Motion By: Council Member Snead

Second: Vice Mayor Stockton

Motion Discussion: None

Ayes: Moyer, Newbill, Snead, Stockton, Walker

Nays: None

Action: To go into a closed meeting

Certificate of Closed Meeting Discussion:

Council certified unanimously that nothing was discussed in the closed meeting other than what was stated in the motion to enter the closed meeting. No action was taken during the closed meeting.

Whereas, the Rocky Mount Town Council has convened a closed meeting on Monday, March 14, 2016 pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

Whereas, Section 2.2-3712 of the Code of Virginia (1950), as amended, requires certification by this Council that such closed meeting was conducted in conformity with Virginia law;

Now, Therefore, Be It Resolved that the Rocky Mount Town Council hereby certifies that, to the best of each members' knowledge: (1) only public business matters lawfully exempted from open meeting requirements under this chapter; and (2) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body.

Steven C. Angle, Mayor

ADJOURNMENT

Motion: To adjourn meeting

Time: 8:30 p.m.

Motion By: Council Member Walker

Second: Council Member Snead

Motion Discussion: None

Ayes: Moyer, Newbill, Snead, Stockton, Walker

Nays: None

Action: Adjourned by a unanimous vote

Steven C. Angle, Mayor

ATTEST:

Rebecca H. Dillon, Town Clerk