

**ROCKY MOUNT TOWN COUNCIL
REGULAR COUNCIL MEETING
NOVEMBER 12, 2013**

The November 12, 2013 regular Council meeting of the Rocky Mount Town 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:

Vice Mayor Gregory B. Walker and Council Members
Bobby M. Cundiff, Jerry W. Greer, Sr., P. Ann Love, Robert L.
Moyer, and Billie W. Stockton

The meeting was called to order by Mayor Angle.

For the record, the following were present: All members of Town Council as noted, Town Manager C. James Ervin, Assistant Town Manager/Community Development Director Matthew C. Hankins (and Planning & Zoning Administrator), Town Attorney John T. Boitnott, Chief of Police David Cundiff, Finance Director Linda Woody, Superintendent of Water Department Robert Deitrich, Superintendent of Wastewater Department Timothy Burton, and Town Clerk Patricia H. Keatts.

For the record, the following were absent: Town Planner Patrick Rust, Public Works Director Cecil R. Mason, and Fire Chief Charles Robertson.

The Mayor led the *Pledge of Allegiance*.

APPROVAL OF AGENDA

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

Motion action taken:

Motion was made by Council Member Greer to approve the agenda as amended, seconded by Vice Mayor Walker and carried unanimously by those present.

SPECIAL ITEMS

1. The Mayor recognized the students from Franklin County High School government classes of Mrs. Shepherd and Mr. Buckman.
2. The Chief of Police introduced two newly hired Rocky Mount Police Department personnel: Police Lieutenant Mark Lovern (already trained and certified), and Police Officer Trainee Ashley Vasser (who will be going through the Academy). The Mayor welcomed both to the Town.

PUBLIC HEARING

Let the record show the Mayor recessed the meeting to hold the following public hearing:

- A. Bryan Hochstein requests to rezone a parcel of land located at 50 Floyd Avenue, identified as Franklin County Tax Map and Parcel Number 207005066 and commonly known as "The Grove". This 9.98 acre parcel is currently zoned Residential District R1 (low density), with the applicant requesting to rezone the parcel to Central Business District (CBD).

The Planning & Zoning Administrator came forward stating the following:

- The Town has received a rezoning request from Bryan Hochstein representing a partnership making an offer to purchase The Grove from Ibby Greer (outlined what the request was).
- The purpose of the rezoning request is to accommodate the proposed use of a bed-and-breakfast establishment to operate on the property, along with outdoor assembly space for weddings, receptions, reunions and other events. Those uses are special exceptions in R1, but by-right uses in CBD.
- The property is currently zoned R1, which is established primarily as an area for low-density residential uses where the density of housing may range from one to three units per acre. Also, the development is limited to relatively low concentrations, and permitted uses are limited basically to dwellings providing homes for the residents, plus, certain additional uses such as schools, parks, churches, and certain public facilities that serve the residents of the district.
- The requested CBD zoning is established to an area where the principal use of land is to promote the harmonious use and development of the historic uptown, downtown, and surrounding areas, which is the traditional commercial, governmental, residential, and cultural center of Rocky Mount. It is the intent of the Town to maintain the unique nature of the district by promoting the use of existing buildings, and maintaining and extending the current building arrangement, architectural style, and scale.
- The adjacent and adjoining parcels are zoned a mix between R1 (low density residential), R2 (medium density residential), and CBD (Central Business District). The CBD borders on the north and east side of the property, and a small portion of this property has been previously zoned CBD. The R1 and R2 districts border on the west and south sides of the property in question. This zoning request would not be spot zoning.
- Council heard similar cases of rezoning properties from residential zones to CBD in 2002 and 2006. These cases were The Claiborne House at 185 Claiborne Avenue, and The Angle House at 215 Claiborne Avenue. Both cases were approved by Council.
- In reviewing the proposed rezoning request, staff reviewed the following aspects: (1) The request is consistent with the current adopted Comprehensive Plan, with the potential future land use map showing this parcel zoned for General Business activities, which complies with the CBD uses; and (2) Based on the vicinity of the existing CBD, the parcel in question would be tied well with the existing conditions and uses.

- After due review and based on these considerations, staff recommends that the rezoning request be approved.
- The Planning Commission held a public hearing regarding the matter on November 6th. The public hearing was attended by one adjacent property owner, who did not speak in favor of or in opposition to the rezoning request. Planning Commission's main areas of concern centered around future expansion of the property and the preservation of the property's historic nature. The applicant addressed these concerns by emphasizing his and his partners' desires to maintain the historical aspects of the property, including its buildings, architectural elements, and name, with the only possible future expansion being the parking adequate enough to support wedding parties, and the possible addition of a residential unit for use by one of the partners who plans to relocate to the property to manage its daily operations.
- Following Planning Commission's discussion, it was the recommendation of the Planning Commission for Council to approve the rezoning request, allowing the parcel identified as Franklin County Tax Map and Parcel Number 2070050600 to be rezoned to Central Business District (CBD). The approval was six for and zero against, with one abstention from Planning Commission Derwin Hall, who abstained due to personal interest in the adjoining property.

The Mayor opened the floor to anyone wishing to come forward to speak regarding the request.

- Elizabeth Greer of 50 Floyd Avenue, Rocky Mount, Virginia and current owner of The Grove, came before Council stating that she thinks the bed and breakfast would be a wonderful use for the property and the Town, along with the Harvester Performance Center, and eventually even Ferrum.
- Reg Anderson of 900 Lakemont Drive, Moneta, Virginia, came before Council stating that he was a realtor with Long & Foster who had The Grove listed for sale, and he believes this proposed use will be a great asset for the Town.
- Brian Hochstein of 2403 Goldfield Court, Greensboro, North Carolina, came before Council stating that he is very excited about what is going on in the downtown area where the Harvester Performance Center is going, and also turning The Grove into a bed and breakfast.

There being no further comments, the Mayor reconvened the meeting back into open session and entertained a motion.

Motion action taken:

Motion was made by Council Member Greer to approve the rezoning request, with motion on the floor being seconded by Council Member Love. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

APPROVAL OF MINUTES

Prior to the meeting, Council had received for consideration of approval the following draft minutes:

- October 14, 2013 Regular Council Minutes

The Mayor asked if there were any changes to the draft minutes, and there being none, the Mayor entertained a motion.

Motion action taken:

Motion was made by Council Member Stockton to approve the draft minutes as presented, with motion on the floor being seconded by Council Member Love. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

APPROVAL OF CONSENT AGENDA

The approval of the *Consent Agenda* consists of approving any miscellaneous resolutions/proclamations, miscellaneous action, departmental monthly reports, and bill list that were submitted prior to the meeting for Council's review and consideration.

- Miscellaneous Resolutions/Proclamations
- Miscellaneous Action
 - Review and consideration of approval of Public Works Department street sweeper contract.
- Departmental Monthly Report
 - Community Development
 - Finance Department
 - Fire Department
 - Police Department
 - Public Works Department
 - Waste Water Department
 - Water Department
- Bill List

The Town Manager informed Council that prior to the Council meeting, information had been given to them regarding the Public Works Department street sweeper in order to get the street sweeper ordered in time to help with cleaning the street for several upcoming events. He confirmed to Council that the current sweeper is over 20 years old, in really bad shape, and will be put on the government site to sell for parts.

There being no further comments, the Mayor entertained a motion.

Motion action taken:

Motion was made by Vice Mayor Walker to approve the draft *Consent Agenda* as presented, seconded by Council Member Cundiff. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

HEARING OF CITIZENS

Let the record show that no one had contacted the Town Clerk's Office wishing to come before Council to speak.

At this time, the Mayor opened the floor to anyone wishing to come forward to speak. Let the record show that no one came forward to speak at this time.

OLD BUSINESS

- A. Presentation of "Certificate of Achievement for Excellence in Financial Reporting" award by the Government Finance Officers Association.

The Town Manager informed Council that the Town has had the honor of being once again awarded the "Certificate of Financial Reporting" for its comprehensive annual financial report for the fiscal year ended June 30, 2012. This certificate is awarded by the Government Finance Officers Association (GFOA), which is the highest form of recognition in governmental accounting and financial reporting. This attainment represents a significant accomplishment on part of the Town of Rocky Mount's Finance Department Director and staff. The Town Manager presented the award to the Finance Department Director. The Finance Director accepted the award on behalf of her department, stating that this would not have been possible without the help from her staff, Council, and the department heads.

NEW BUSINESS

- A. Review and consideration of approval of draft "Town of Rocky Mount Supplemental Appropriation Resolution for the Fiscal Year Ended June 30, 2014" to appropriate funds for a complete Digital Evidence Viewer system for the in-car cameras for the Rocky Mount Police Department vehicles.

The Town Manager presented the request for the approval to appropriate \$6,545 from the General Fund contingency funds to cover the replacement cost for the Rocky Mount Police Department's in-car camera system.

The Chief of Police came before Council stating that the old system that was currently in use did not have the replacement warranties needed and it was now too old to replace.

There being no further comments, the Mayor entertained a motion.

Motion action taken:

Motion was made by Council Member Stockton to approve the draft resolution as presented, with motion on the floor being seconded by Council Member Cundiff. Discussion ensued. The Chief of Police confirmed to Vice Mayor Walker that the new in-car equipment does cover the warranty or service agreement. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

- B. Review and consideration of approval of draft “Town of Rocky Mount Supplemental Appropriation Resolution for the Fiscal Year Ending June 30, 2014” to appropriate funds for the repairs to the Town of Rocky Mount Wastewater Treatment Plant Powder Mill pump station.

The Town Manager presented the request for the approval to appropriate \$6,000 from the Utility Fund contingency funds to cover the replacement cost of one of the Powder Mill pump stations.

The Superintendent of the Wastewater Treatment Plant confirmed to Council that one pump is now operational, but two pumps are needed.

There being no further comments, the Mayor entertained a motion.

Motion action taken:

Motion was made by Council Member Greer to approve the draft resolution as presented with motion on the floor being seconded by Council Member Cundiff. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

- C. Review and consideration of approval of awarding contract for the Supervisory Control & Data Acquisition (SCADA) system for the Town of Rocky Mount’s Water Treatment Plant and Wastewater Treatment Plant.

The Superintendent of the Water Department came before Council stating the following:

- On July 29, 2013, and Request for Proposals (RFP) was issued for professional engineering serves. Staff’s goal was to find the right company to develop a new Supervisory Control & Data Acquisition (SCADA) system for the Water Treatment Plant and Wastewater Treatment Plant. Proposals were received on September 5, 2013.
- After careful review and evaluation of the five bids received, meetings were held with the top two candidates. At the conclusion of those meetings, American Mineral Research, Inc. (AMR) was chosen as a highly competent and capable company with sound references, who, in the opinion of himself and Superintendent of the Wastewater Treatment Plant, appeared to have the best understanding of the Town’s needs and the best plan going forward. The project will provide both Water and Wastewater Departments with new hardware and software, wiring and programming.
- Once completed, the Town’s water and wastewater facilities will have a highly secure system that provides improved data monitoring, convenient remote access to current and historical data, and the security of redundant hard drives for fail-safe data storage. The cost of the total project is \$60,000. The work will take approximately three months to complete. Funds to cover the full cost of the project are included in the current Capital Improvement Budget for the Water and Wastewater Departments.

- He, along with the Superintendent of the Wastewater Treatment Plant, are before Council at this time asking for Council's approval to move forward with awarding the contract to AMR, Inc.
- On another note, the current system at the Water Department is so old that if the computer fails, the old SCADA software will not work with the versions of Windows that are currently available on new computers. The proposed SCADA system will not have a problem intergrading with newer Window programs.
- Staff is required to have continuous monitoring and data collection on the Water Plant's filters and chlorine levels, so they are in a situation that almost requires some level of system replacement. What SCADA does for the Water Department is to allow constant monitoring of the Plant's systems, water tank levels, and operation of their pump stations. All this information is recorded and is retrievable in a chart format so that he can look back over a day, month, or a year and see if what staff is doing is working, and what they can do to make improvements.
- If staff has a treatment upsets, the SCADA will alert staff faster in order to help them figure out what happened faster to fix and prevent the problem. This new hardware will allow staff to more tightly regulate water flows and chemical feed, which will help the Town save money.
- The new hardware will allow staff to have more of the Plant's equipment plugged into the system for more detailed data tracking.
- The new SCADA system will allow staff to have access to all the data while they are away from the Water Plant, and staff will have some limited capability to operate the water pumps remotely if there was a fire emergency in the middle of the night.

The Superintendent of the Wastewater Treatment Plant came before Council stating the following:

- The new proposed SCADA system is unique in the fact that it is a one-licensed software package that allows multiple users to operate independently, but provides redundancy between the users, if needed.
- The system provides more and better controls for the Wastewater Treatment Plant, along with data trending that staff does not have at the present time. Government agencies now want to see more trending data.
- The system will also greatly improve the Wastewater Treatment Plant's alarm system by allowing staff to have the ability to tell what the alarm is instead of just an alarm. This will prevent calling people out for non-emergency problems.
- This system is expandable to eventually tie the Wastewater Treatment Plant's pump stations into it and give staff 24/7 monitoring, data collection, and better alarms for quicker response time. Staff will be using its water tanks equipment to pull data from the pump stations to the Wastewater Treatment Plant.
- By approaching this project the way staff has, the Town will see a savings of over \$20,000 in the initial cost of equipment and software.
- This project has truly been a joint effort, with the Town Manager suggesting this approach a few years ago. The Town Manager and Assistant Town Manager have had to answer a lot of questions during the process to help keep both he and the Superintendent of the Water Department straight. The Superintendent of the Water Department did most of the Request for Proposals. This joint effort probably saved the Town over \$10,000 by not hiring an engineering company to get staff to this point.

- If he and the Superintendent of the Water Department does not like AMR, Inc., they can go down the list and use another one because the Town is not locked in on just using AMR, Inc.

There being no further comments, the Mayor entertained a motion.

Motion action taken:

Motion was made by Council Member Greer to approve awarding the Supervisory Control & Data Acquisition (SCADA) contract to American Mineral Research, Inc. (AMR), with motion on the floor being seconded by Council Member Moyer. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

- D. Review and consideration of approval of awarding the Town of Rocky Mount cleaning services for the Rocky Mount Municipal Building (Municipal Building), the Community & Hospitality Center (Depot), the Farmers' Market, and park facilities.

The Assistant Town Manager came before Council stating the following:

- Council's staff has put out Requests for Proposals (RFP) for cleaning services for the Municipal Building, Community & Hospitality Center (Depot), Farmers' Market, and park facilities. As mentioned last month, the Police and Fire Departments have requested separate cleaning services and were not included in this RFP.
- The scope of this agreement is for a two-year initial term, with two additional one-year terms by mutual agreement.
- Staff met with three cleaning services for a pre-submission tour of the facilities. Two services submitted responses to the RFP, and staff has evaluated the proposals. Only one company submitted a complete response, including the cost, services schedule, references, background check agreements, and proof of insurance.
- The only complete response was from the current provided, Sarver Cleaning Services, Inc. The amount of the response was \$1,785 per month (\$21,420 annually), with the contractor ordering and the Town paying for consumables at cost. This is higher than the Town's current monthly fee, but includes a higher level of service as specified in the RFP (notably: more frequent Municipal Building carpet cleanings, semi-annual pressure washing of Farmers' Market and park surfaces, and weekend cleaning at the Depot).
- Town staff recommends that Council authorize the Town Manager to negotiate and enter into an agreement with Sarver Cleaning Services, Inc. for the specified cleaning contract starting December 1, 2013 and expiring no later than November 30, 2017.

The Assistant Town Manager explained the following regarding questions from Council:

- Sarver Cleaning Services, Inc. had increased their monthly fee another \$120, with their services increasing due to cleaning more at the Municipal Building, cleaning the parks, and pressure washing at the Farmers' Market and park areas.
- Explained that the other bidder did not submit the requested documents that were supposed to be submitted with the bid, and that after the RFP deadline submittal date, they wanted to submit the information.

- Sarver Cleaning Services, Inc. uses local people to clean.
- Town buys the reusable items, such as toilet paper, paper towels, trash liners, and such items. Council Member Cundiff stated he wants to know what supplies the Town purchases, with the Assistant Town Manager explaining that this came up during the budget process and had been addressed, with Council Member Cundiff asking that he still be provided this information.
- Sarver Cleaning Services, Inc. has been cleaning for the Town for three years.
- Under the original contract, the Fire Department was not cleaned as the former Fire Chief, Posey Dillon, had a separate cleaning services. The Police Department was under the original contract but no longer uses Sarver Cleaning Services, Inc., as they now have their own cleaning services contract with someone else.
- Confirmed that the current contract with Sarver Cleaning Services, Inc. ends at the end of this year.

Mr. Sarver with Sarver Cleaning Services, Inc. came forward to speak and confirmed to Council how many hours per week he cleans the Town facilities. He further stated that the increase is not that much if Council considers the quarterly pressure washing, quarterly striping and waxing of the Municipal Building and carpet cleaning at the Depot and Municipal Building. He also stated that the special cleaning went down from \$25 per hour to \$14 per hour. He relayed to Council that he is in constant communication with Town staff and takes care of any problem promptly. He further relayed that all employees have background checks.

Council Member Moyer stated that the other bid that was rejected was an oversight and in all fairness should rebid, confirming to the Mayor that he would put this in a form of a motion.

Motion action taken:

Motion was made by Council Member Moyer to rebid the cleaning services contract, with motion on the floor being seconded by Council Member Cundiff. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

E. Review and consideration of approval of Fiscal Year 2014 Comprehensive Economic Development Strategy (CEDS) priority project list.

The Town Manager relayed to Council that annually the West Piedmont Planning District Commission receives from the U.S. Department of Commerce, Economic Development Administration a request for localities to submit their Comprehensive Economic Development Strategy (CEDS) priority project list. Prior to the meeting, Council had received the Town's proposed list for review and consideration of approval. It was explained by the Town Manager that the list was similar to last year, with a couple of projects moving up in priority.

There being no further comments, the Mayor entertained a motion.

Motion action taken:

Motion was made by Council Member Stockton to approve the CEDS list as presented, with motion on the floor being seconded by Council Member Love. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

- F. Review and consideration of approval of a one time extension of the deadline for paying Town of Rocky Mount personal property tax from February 28, 2014 to March 31, 2014.

The Town Manager relayed the following to Council:

- Town decals will be eliminated in the upcoming year (2014), with the fee being rolled into the personal property tax bill.
- The deadline to pay personal property taxes is February 28th. Failure to pay by this date will result in a penalty.
- Given the change in the personal property tax billing process this year, some members of Council have asked to consider making a one time extension of the deadline from February 28th to March 31st.
- Additionally, Council has asked that vehicles with antique plates be exempt from decal fees. Staff has found no authorization in the State Code authorizing the Town to make such an exemption at the local level. It is possible to offer a credit for those who provide evidence that the vehicle is registered as an antique vehicle.
- Prior to the meeting, a summary of the changes by the Town's Finance Director had been submitted to Council for a more comprehensive overview of these changes.
- There is concern that there may be a drop in the revenue as it was decal driven, but the Finance Department is working with Department of Motor Vehicles (DMV), but as right now, may be a wash in the revenue.

The Finance Director stated that the Town's tax rate has not gone up, but there will be a charge for all vehicles registered with DMV.

Council Member Moyer stated that he has something to say on behalf of the antique vehicles as he owns some, and that when he goes to car shows, there is a charge for people to look at the cars, with the monies going towards non-profit groups, and he would think it would be nice to get a break on antique vehicle fees.

There being no further comments, the Mayor entertained a motion.

Motion action taken:

Motion was made by Council Member Moyer to extend the deadline as presented, and give credit to antique vehicles, with motion on the floor being seconded by Vice Mayor Walker. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

G. Review and consideration of Rocky Mount Town Council holding a Utility Fund work session in November 2013.

The Town Manager stated that Council has historically held a Utility Fund review in November; that the Town embarked on a four-year rate adjustment program last year; staff is available to meet in November to review the trends in the Utility Fund's balance; and is Council wishing to hold such a meeting again this month.

Consensus of Council:

It was the consensus of Council that a Council work session be held on Monday, November 18, 2013, at 4:15 p.m. at the Rocky Mount Municipal Building. The Town Clerk so noted.

COMMITTEE REPORTS

A. Public Facilities & Special Events Committee

The Assistant Town Manager came before Council stating the following:

- The Public Facilities & Special Events Committee met on November 1st to consider revisions to policies relating to usage of the Farmers' Market and waiver of fees. The recommendation of the Committee is to ask that Council authorize the Public Facilities & Special Events Committee to waive fees for non-profit groups wishing to hold events.
- This recommendation is made in an effort to streamline the process for applicants and to remove some routine items from Council's monthly agenda so Council can focus on other, frequently more important business.
- The Committee made the recommendation after discussion of what terms staff might use to administratively process waivers and under what limits non-profit organizations should be held in terms of their free use of the Market.
- The Committee asked that non-profits give a 30-day notice prior to their desired date in order to give staff and the Committee time to hear and process the request.
- Additionally, the Committee made the following recommendations, which are being undertaken administratively:
 - Clean up the landscaping around the Market dedication plaque and flagpole.
 - Leaving the center section of Market lights on at night to improve visibility, reducing the possibility of vandalism and encourage fuller use of the Market.
 - Ask Franklin Vendors to change out the vending machine to use smaller drinks at lower prices.
 - Enforce the "one-table-and-one-extra" rule for vendors to maximize the use of the space at the Market.
 - Add a corkboard bulletin board to the Market to encourage posting of public notices.

Council Member Moyer referenced the drink machines currently at the Market and that the drinks need to more convenient to the public, being smaller and costing no more than one dollar.

Vice Mayor Walker stated that regarding political events being held at the Market, signs can be posted but need to be pulled up once the event is over with.

Assistant Town Manager confirmed that he is looking into the auto key system for the Market bathrooms, and the gutter situation, with him confirming that the Public Works Director will take a look at the gutter situation to see how it can be fixed.

The Town Attorney stated that he has no objection to letting staff be able to waive the fees if consistent in doing so. He also stated that Council cannot delegate a committee to vote on a waiver of fees as the request will have to come back before the full Council. The committee could meet and make a recommendation to Council only.

Consensus:

After further discussion, let the record show there was a consensus of no change in the waiving of fees.

The Town Manager did confirmed the following to Council:

- Contractor was putting a dawn to dusk sensor for the lights at the Market.
- Has had conversation with the drink machine vendor (Franklin Vendors).
- The Assistant Town Manager is getting prices today for the bathroom door locks. Very rarely is there a large amount of people at the Market after 10:00 p.m., other than special events like the Warren Street Festival.
- Stacey Sink, Deputy Clerk and Administrative Assistant of the Community Development Department, is searching for a corkboard to place at the Market.
- Should have the rest of the items taken care of by the end of this week.

OTHER MATTERS, CONCERNS AND RISE ‘N SHINE APPEARANCES

A. Referrals to Planning Commission from Town Council

The Assistant Town Manager stated that staff would ask Council to forward the following issues on to the Planning Commission for review, study and recommendations:

1. The Town has several items in the sign ordinance, particularly regarding temporary signs, that staff recommends studying to clarify and clean up some technical issues.

Consensus:

After further discussion, it was the consensus of Council to continue enforcing the Code as permitted.

2. Additionally, the Town has had several inquiries setting a time limit for the length of time during which political signs may be posted prior to an election.

Consensus:

After further discussion, it was the consensus of Council to leave this alone.

3. Can and should the Town set limits for where and how long recreational vehicles may be parked?

Consensus:

After further discussion, it was the consensus of Council to pass an ordinance to not allow recreational vehicles to park on the street, but it is okay for them to park in their own yard.

4. The Town has had a number of inquiries regarding the keeping of chickens for egg production, and the Town Planner has a list of Town residents who have expressed interest in keeping chickens. Large localities, such as Virginia Beach and Salem, have recently passed regulations regarding the keeping of a small number of chickens in urban areas. Does Council wish to have the Planning Commission study and make recommendations on the keeping of chickens for egg production?

Consensus:

After further discussion, it was the consensus of Council to not change the Code regarding this matter.

B. Rise 'N Shine Appearances

As Monday, November 11, 2013, was Veterans' Day, the Town Manager or the Assistant Town Manager did not appear on the *Rise 'N Shine* show.

COUNCIL CONCERNS

Vice Mayor Walker

There was discussion regarding the Town's Finance Department not accepting more than \$2.00 change.

Consensus:

After further discussion, it was the consensus of Council that the Finance Department will take rolled coins.

The Town Manager confirmed to Council that he will check with the Town auditors on whether or not the Finance Department can accept a Town issued check made payable to someone back as payment on a utility bill (i.e., Council member issued check, or Town issued check for a deposit refund).

Council Member Greer

The Town Manager confirmed he will have the Finance Director look into the possibility of the Town accepting credit cards for payment similar to what Franklin County is doing now.

Council Member Cundiff

The Town Manager confirmed that he has checked with the Town's two sign companies regarding repairing/replacing the Industrial Park signs, but yet has heard from them. He will have a plan for Council by the end of November.

CLOSED MEETING

At 8:30 p.m., motion was made by Council Member Stockton to go into *Closed Meeting*, and seconded by Council Member Love and carried unanimously to discuss the following:

- Section 2.2-3711(A).1 - Discussion, consideration or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body (appointment to the Beautification & Urban Development (BUD) Commission).

At 9:00 p.m., motion was made by Council Member Greer to come out of *Closed Meeting* and to reconvene the meeting back into open session, with motion on the floor being seconded by Council Member Moyer and carried unanimously by those present.

CERTIFICATE OF CLOSED MEETING

Whereas, the Town of Rocky Mount Council has convened a *Closed Meeting* on this date 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 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

- Motion was made by Council Member Moyer certifying that: (1) only public business matters lawfully exempted from open meeting requirements under this chapter was discussed; 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 was discussed. Motion was seconded by Council Member Greer. The Mayor swore to adopt the motion on the floor by Council Member Moyer that this was all that was discussed as defined in Section 2.2-3712 Code of Virginia. Voting yes were Vice Mayor Gregory B. Walker and Council Members Bobby M. Cundiff, Jerry W. Greer, Sr., P. Ann Love, Robert L. Moyer, and Billie W. Stockton.

The Mayor reported that no action was taken.

ADJOURNMENT

At 9:02 p.m., motion was made by Council Member Cundiff to adjourn, seconded by Council Member Moyer and carried unanimously by those present.

Steven C. Angle, Mayor

ATTEST:

Patricia H. Keatts/Town Clerk

/phk

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