

**ROCKY MOUNT TOWN COUNCIL  
SPECIAL COUNCIL MEETING  
MARCH 18, 2014**

The Rocky Mount Town Council held a special meeting at the Rocky Mount Municipal Building located at 345 Donald Avenue, Rocky Mount, Virginia on March 18, 2014 at 5:00 p.m. with Mayor Steven C. Angle presiding.

On behalf of the Rocky Mount Town Council, the meeting was called to order by Mayor Angle, with the following members of Council being present:

Council Members Bobby M. Cundiff, P. Ann Love, Robert L. Moyer and Billie W. Stockton

Absent during the roll call of the meeting were Vice Mayor Gregory G. Walker and Council Member Jerry W. Greer, Sr.

Let the record show that Vice Mayor Walker and Council Greer was present at 5:08 p.m.

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, Finance Director Linda Woody, and Town Clerk Patricia H. Keatts.

**APPROVAL OF AGENDA**

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

Council Member Cundiff requested that the agenda be amended to include public utilities.

**Motion Action Taken:**

*Motion was made by Council Member Moyer to approve the amended agenda, with motion on the floor being seconded by Council Member Love. Let the record show the motion on the floor passed unanimously by those present.*

**PUBLIC UTILITIES**

**Motion Action Taken:**

*Motion was made by Council Member Cundiff to deposit all funds to a special utility fund to be used only for utility upgrades, repairs and upkeep of the Rocky Mount utilities that serve the Town citizens, and that the reserved funds will consist of capital recovery fees, water, sewer and garbage fees prevailed as of December 31, 2012.*

**COUNCIL GUIDANCE FOR STAFF IN SETTING PRIORITIES FOR THE PREPARATION OF DRAFT FISCAL YEAR 2015 BUDGET AND FISCAL YEAR 2015-2019 CAPITAL IMPROVEMENT PLAN (CIP)**

The Town Manager referenced a memorandum Council had received prior to the meeting that gave a synopsis of the of a list of expenses requested by the Town department heads that are additions from prior capital years. He pointed out the following:

- Explained that the list included a few line item increases and a list of capital items that the departments are requesting for the upcoming fiscal year.
- It will not be possible to fund all of these items in the upcoming year and guidance is sought from Council prior to assembling a recommended budget.
- Staff is recommending a bond issue in the upcoming fiscal year to accomplish some of these capital expenses. Items recommended to be financed in the bond issue are noted in the description. The size of the bond issue is one of the inputs sought from Council, as it would not be practical to plan on funding some essential capitals with a bond issue if the size of that issue was not acceptable to Council.
- Many of these items presented to Council will not be proposed in the Fiscal Year 2015 budget as they will be pushed forward to future years in order to have the Town's capital expenses match the allocated funds, both out of operation revenues and the proposed bond issue.
- The budgetary priorities for the next year include a merit increase for the staff and the contribution of at least \$100,000 to General Fund balance, the Utility Fund balance, and the Utility Capital Fund balance.
- Items needing to possibly be paid by a bond issue are: Veterans' Memorial Park erosion repair; Chlorine bleach conversion; replacement of sludge compactor (belt press) at Wastewater Treatment Plant; and removal of the two Pendleton water tanks.

The Town Manager informed Council that if they want to do a bond issue, there are several things to consider: (1) are there other line items that needs to be included in the bond issue that are not included in the list being presented to Council that they would like to see on the list; (2) if there is something on the list Council objects to; (3) Council agrees with items on the list; and (4) what is the size of the bond Council wants.

Council was further informed by the Town Manager that the Town is not increasing any taxes or fees, and the only increase is in the utilities that was approved by Council as the normal rate of increase.

The Assistant Town Manager came before Council and presented the proposed list that was submitted by each department head:

| <b>POLICE</b>  |   |
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| <p><u>Radio System:</u><br/>Franklin County is acquiring through bond a new radio system. The Town will have to replace all of the radio equipment in all public safety vehicles as well as contribute a share to the overall project. <a href="#">Bond Recommended</a>.</p> <p><i>There was discussion regarding what the County is contemplating regarding their upgrade to the radio system, with a price tag of approximately \$20 million, with them not knowing for sure what they are doing; at this time, they have not picked a vendor to do the project; and they are looking at doing a bond issue. It was discussed the County would be coming to the Town to participate in the expenses of the upgrade since the Town's Police Department and Fire Department rely on the County's radio system. At this time, the Town may be on the hook for 10% for the use of the tower on Scuffling Hill Road. The Town has placed \$50,000 just as a placeholder at this time for the Police Department. Since the County does not have their final numbers yet, the Town has not put down an amount for the Fire Department. The Finance Director mentioned that the Fire Chief has given her an estimation of \$135,000 for this as they are more dependable on the County's dispatch service. Discussed that the Fire Department does at least 60% to 70% of the calls in the County, with the Town getting a payment from the County annually in the amount of \$30,000.</i></p> | <p style="text-align: right;">\$50,000.00</p> |
| <p><u>Ammunition:</u><br/>A line item increase request. Due to increase in price and required twice a year qualifying. State contract.</p> <p><i>Mentioned that due to ammunition being in high demand and being hard to purchase now-a-days, wanted to make sure they have enough on-hand.</i></p>  | <p style="text-align: right;">\$12,000.00</p> |
| <p><u>Court Overtime:</u><br/>A line item increase request. Due to court being set on officers day off or night shift, would like to see increase; as of now there is \$2,411.12. Only have \$88.00 left for four months. Out of control.</p> <p><i>Mentioned that the officers are required to be in court, even if they are not working at the time of the court date.</i></p>   | <p style="text-align: right;">\$5,000.00</p>  |
| <p><u>Training:</u><br/>A line item increase request. Increase due to younger officers need more training and also the department has, and is, becoming self-sufficient. Have a K-9 officer, which will need to be trained, as have a trained dog.</p>   | <p style="text-align: right;">\$10,000.00</p> |

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| <i>Mentioned that the Town Manager is asking the Chief of Police to have K-9 dog on each shift. As of right now, only have two.</i>   |             |
| Lease Vehicles: (2 each 2014 Ford Police Interceptor Utilities)<br>Need two vehicles; preferably Explorers as this will place a 4-wheel drive on each shift. The lease on the patrol vehicles is paid and the lease is interest free.   | \$70,000.00 |
| <i>Mentioned that the department is trying to get back on schedule for lease vehicles, and requesting them to be Explorers that are capable of being K-9 units. The Town Manager is requesting Chief of Police to have enough of these 4-wheel units for each shift. Have finished leasing the Crown Victorias. The Town has the option of purchasing the leased vehicles after the lease contract is over.</i> |             |
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| <b>FINANCE</b>  |             |
| Replacement of Office Personal Computers (6 each)   | \$18,000.00 |
| <i>Mentioned that the department has the oldest office personal computers and they are in need of being replaced. Mentioned that no new equipment will be purchased until determination can be made about the debit/credit card payments.</i>   |             |
| Replacement of Printers – Personal Desks (5 each)   | \$2,000.00  |
| <i>Mentioned that these will be for personal desks.</i>   |             |
| Replacement of Printer for AS400 Tasks (1 each)   | \$6,000.00  |
| <i>Mentioned that this was the big printer. Also mentioned that the department has a maintenance contract.</i>  |             |
| Replacement of Cash Register Printers (4 each)  | \$4,000.00  |
| <i>Briefly discussed.</i>   |             |
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| <b>FIRE</b>   |             |
| Replacement of two Thermal Imaging Cameras:<br>These cameras are to replace cameras that are passed their life expectancy (12 years). They are essential tools to the department and are used on almost all structure fires, and also used at night for search and rescue operations. Without these tools, the department would be at a definite disadvantage. <b>Bond Recommended.</b>                         | \$13,000.00 |
| <i>Mentioned that this item was essential.</i>  |             |
| Replacement of 1995 Chevrolet Suburban:<br>With 117,000 “hard” miles on the existing vehicle, dependability becomes a real factor to the department’s success. These  | \$35,000.00 |

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| <p>vehicles are used as quick response by the departments' Chief and Assistant Chief response to emergency scenes. This quick response by the two chief officers allows for quick assessment and size-ups for the situation at-hand. These quick assessments enable the department to better success rates before/during and after the emergency. <a href="#">Bond Recommended but staff recommends delaying purchase.</a></p> <p><i>Mentioned that this was on state contract.</i></p>   |             |
| <p>Replacement of 4 each SCOT 2216 SCBA Units: (approx. \$5,500 each)</p> <p>These units have a finite lifespan and will not re-certify past that lifespan. The department is continuously rotating old packs out and new packs in. Air packs are essential in fire fighter safety while fighting fires. <a href="#">Bond Recommended.</a></p> <p><i>Mentioned trying to get this on a regular rotating basis.</i></p>  | \$22,000.00 |
| <b>WATER</b>  |             |
| <p>Filter Turbidity Monitors: (highest priority)</p> <p>Plant must comply with new, more stringent future turbidity standards beginning in October 2014. Plant's current filter turbidity monitoring units are obsolete and longer supported by the manufacturer. Plant is currently relying on used units procured on eBay to replace the Plant's originals that failed. In order to assure compliance with the new regulations, need to obtain 2 new turbidity monitors, calibration equipment, and a supply of spare bulbs. <a href="#">Utility Capital Fund Recommended</a></p> <p><i>Mentioned that this item was a high priority.</i></p>   | \$6,000.00  |
| <p>Finished Water Pump #2 : (rebuild)</p> <p>Of the 3 finished water pumps at the Plant, all show signs of significant wear. Had a spare impeller in stock that had been in storage so long it required some cleanup and testing before use. Since the impeller is the most expensive and substantial part of a pump, and since had one on hand, the spare impeller was professionally serviced and installed on Pump #1 in February. With the new impeller, Pump #1 now puts out approximately 10% more water than before, and 15% more than the other two water pumps. While all 3 motors are practically brand new, only one of the associated pumps is now in top condition. Strategically, the Plant would be much better off, in terms of reliability and efficiency, if at least 2 of the finished pumps were in top condition. Further, a worn pump will cause accelerated wear to the bearings in the motor at a much faster rate than a well-balanced pump. For these reasons, and because the re-build of a worn</p> | \$25,000.00 |

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| <p>impeller may take more than 6 months, requesting funds to begin this project during the upcoming FY 2015 budget cycle. <a href="#">Bond Recommended or Utility Capital Recovery Fund Recommended.</a></p> <p><i>Mentioned how the finished water pump worked and the increase in productivity of pump #1 when the spare impeller was professionally serviced and installed on pump #1.</i></p>   |              |
| <p><u>Exterior Facility Light: (replacement)</u><br/>A large percentage of the Plant's building, loading dock and driveway lights required new ballasts and bulbs. These are high wattage, high electrical demand lights that burn all night long. Instead of incurring the expense of hiring a contractor to repair the existing inefficient lighting fixtures, it would be prudent at this time to replace the lights with high efficiency LED light fixtures that will use less than half the electricity and require less upkeep. This project would be done cooperatively with the Wastewater Plant in order to share the cost and reduce costs by only hiring once contractor. <a href="#">Bond Recommended with matching project in Waste Water or Utility Capital Recover Fund Recommended.</a></p> <p><i>Mentioned the gentleman who had visited the wastewater and water plants regarding the LED lights and how much of a savings in the electrical bill the replacement bulbs would make.</i></p> | \$15,000.00  |
| <p><u>Automatic Fire Hydrant Flushers :(3 each)</u><br/>The Town has a number of dead ends where routine flushing is needed to keep water quality satisfactory. Hydrant flushers allow for controlled flushing to occur after hours on a regular schedule. <a href="#">Utility Capital Recovery Fund Recommended.</a></p> <p><i>Mentioned that the Town Manager has seen other localities use these types of fire hydrant flushers; if used, should be a savings in the amount of water that is flushed out before a scheduled test takes place.</i></p>  | \$5,085.00   |
| <p><u>Pendleton Tanks Removal:</u><br/>An engineering analysis has deemed these tanks as structurally deficient. An engineering analysis received by Virginia Department of Health (VDH) has indicated the Town has more than adequate water storage without Pendleton tanks. Engineering plans have been approved by VDH to replace the tanks with valve controls to facilitate fire flow to the affected area. The project is ready to bid. <a href="#">Bond Recommended considered essential.</a></p> <p><i>Mentioned that this is a high priority.</i></p>  | \$250,000.00 |
| <p><u>Chlorine Bleach Conversion:</u><br/>In order to improve safety for the staff and nearby residents,</p>  | \$130,000.00 |

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| <p>propose the replacement of the current chlorine gas disinfection system with a much safer liquid bleach system. Staff has had preliminary discussions with VDH and engineering firms and the project should be easily managed without having to build any out buildings or significantly modify the existing plant keeping the cost to a minimum. <b>Bond Recommended considered essential.</b></p> <p><i>Mentioned that this is essential and a high priority.</i></p>  |             |
| <p><b>Blackwater Dam Safety Maintenance:</b><br/>         Since the initial work to improve safety at the Blackwater Dam, high water has moved some of the rock that had been placed on the downstream side. This proposed work will bring the rock back to original construction levels. Permits have already been obtained from relevant government agencies. The project is ready to bid. <b>Bond Recommended considered essential.</b></p> <p><i>Mentioned the rock has moved, as expected, since its placement. This item is essential, with the rock needing to be replaced. May have to be replaced one more time.</i></p>   | \$30,000.00 |
| <p><b>Portable Generator 300 kw:</b><br/>         The Water Department is requesting the purchase of a trailer mounted generator that can be used to operate the Water Plant during a power outage. The Wastewater Department has also indicated its need for a portable unit for use at its pump stations. The unit could be set up to operate any Town facility as needed. <b>Bond Recommended if approved not recommended for next FY by management.</b></p> <p><i>Mentioned the history leading up to the plant needing a generator as a result of the electrical upgrade; how well the loaned generator worked during a test; if purchased, can use at the Town's pump station when a new one is built; cannot take a pump out of the current pump station to use at the water plant because it is hard-wired in; the Town does have a mutual aid agreement to have the use of a pump during an emergency, but if there is a wide spread emergency, the Town may not be able to get a generator in time; and would prefer the Town has it own equipment.</i></p> | \$90,000.00 |
| <p><b>Driveway, Parking Area Repair and Security Gate:</b><br/>         The Plant's paved areas have developed significant cracks that will continue to worsen with the heavy delivery and water trucks that visit the plant. Repair and repaving will prevent further deterioration. An electric security gate with intercom will help staff control delivery drivers and site seers. <b>Bond Recommended or Utility Capital Recovery Fund Recommended if approved by Council, not recommended for next FY by management.</b></p>  | \$30,000.00 |

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| <i>Mentioned the security gate would be first on the list, if considered at this time.</i>  |             |
| <u>220 South Water Tank – Tank Mixer:</u><br>Water becomes stale in the summer months. It is difficult to maintain a consistent amount of chlorine in the tank and for customers in the area. By eliminating stale water we will also reduce the Plant's levels of disinfection byproducts found in the distribution system. <a href="#">Bond Recommended or Utility Capital Recovery Fund Recommended.</a> | \$60,000.00 |
| <i>Briefly discussed how this works.</i>  |             |
| <u>Flocculator Replacement: – (Qtr-3 for \$70,000)</u><br>Mixers are extremely worn, original, obsolete equipment. <a href="#">Bond Recommended or Utility Capital Recovery Fund Recommended.</a>   | \$70,000.00 |
| <i>Briefly discussed how this works.</i>  |             |
| <u>Air Handler / Blower Unit (HVAC):</u><br>Existing unit requires frequent repairs. <a href="#">Utility Capital Recovery Fund Recommended.</a>   | \$7,250.00  |
| <i>Briefly discussed how this works.</i>  |             |
| <u>Rebuild Backwash Motor: (2 for \$7,000)</u><br>Motors are worn and in need for routine service. <a href="#">Utility Capital Recovery Fund Recommended.</a>   | \$7,000.00  |
| <i>Briefly discussed how this works.</i>  |             |
| <u>Upper Pump Station Pump/Motor Rehab: (2nd of 2)</u><br>Routine service to extend the life of the equipment. <a href="#">Utility Capital Recovery Fund Recommended.</a>   | \$20,000.00 |
| <i>Briefly discussed how this works.</i>  |             |
| <u>Lower Pump Station Pump/Motor Combo Rehab: (2 for \$35,000)</u><br>Pumps are worn and must be run at 100% to get water to the upper pump station. Rebuild will improve efficiency and extend service life. <a href="#">Bond Recommended or Utility Capital Recovery Fund Recommended.</a>  | \$35,000.00 |
| <i>Briefly discussed how this works.</i>  |             |
| <u>Raw Pump Rebuild: (2<sup>nd</sup> of 2)</u><br>Rebuild will improve efficiency and extend service life. <a href="#">Bond Recommended or Utility Capital Recovery Fund Recommended, not recommended by management for next FY.</a>  | \$50,000.00 |
| <i>Briefly discussed how this works.</i>  |             |

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| <p><u>Sludge Collection System:</u><br/> Replace work chain driven scraper system. <a href="#">Bond Recommended or Utility Capital Recovery Fund Recommended</a>, not recommended by management for next FY.</p> <p><i>Briefly discussed how this works.</i></p>  | \$184,000.00 |
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| <b>WASTEWATER</b>   |              |
| <p><u>Headworks Compactor:</u><br/> Old compactor worn out and getting beyond repair. It really needs to be replaced in FY 15 budget. <a href="#">Bond Recommended</a>.</p> <p><i>Mentioned this item is the same as a belt press and it removes water from sludge so it can be taken to the Franklin County landfill.</i></p>  | \$80,000.00  |
| <p><u>LED Yard Lights:</u><br/> Currently have 26 high output sodium outside lights with 10 of the currently not working. It would cost over \$1,000 to repair these and parts are getting more difficult to get. New LED lights would save about \$2,000 annually in power consumption alone, while providing better lighting for security and safety when employees have to work after dark. Hoping to combine these with Water Plant and drive the price down some. <a href="#">Utility Capital Recovery Fund Recommended</a>.</p> <p><i>(Discussed during Wastewater Treatment Plant discussion.)</i></p> | \$16,000.00  |
| <p><u>Clarifier Brushes:</u><br/> Equipment is needed to help control algae growth on the clarifiers and greatly reduce the amount of man hours required to manually clean these. It would make the operation of the treatment process more efficient and help in maintaining the UV system from clogging up with algae. <a href="#">Utility Capital Recovery Fund Recommended</a>.</p> <p><i>Briefly discussed how this works.</i></p>   | \$30,000.00  |
| <p><u>Polymer Blending System:</u><br/> Cost continues to rise with polymer costing over \$1,100 a drum, and the plant uses 8 to 10 drums annually. A new polymer blending system is supposed to save in polymer consumption through more efficient use of polymer. This system will be tested on a trial basis to assure it is worth the money before it is purchased. If it does not perform as expected, then it will not be purchased. <a href="#">Utility Capital Recovery Fund Recommended</a>.</p> <p><i>Briefly discussed how this works.</i></p>   | \$10,000.00  |

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| Wastewater Collection – CIP: (SCADA for pump stations)<br>This will allow the plant to tie-in the main pump stations to the existing SCADA system for better monitoring of the stations. There is some payback due to getting rid of the telephone lines and going to radio communications or cellular. This would also help protect from overflows due to equipment failure and could possibly save the Town from violations and fines. <a href="#">Bond Recommended or Utility Capital Recovery Fund Recommended.</a><br><br><i>Briefly discussed how this works.</i> | \$40,000.00 |
| <b>PUBLIC WORKS</b>   |             |
| Replace 1987 Chevrolet Garbage Truck<br><br><i>Basically discussed the replacement truck.</i>   | \$83,000.00 |
| Street Mower<br><br><i>(no discussion)</i>  | \$8,500.00  |
| Replace 2" Water Line (Orchard Avenue). <a href="#">Bond Recommended or Utility Capital Recovery Fund Recommended.</a><br><br><i>(no discussion)</i>  | \$13,000.00 |
| Replace 2" Water Line (Oak Street). <a href="#">Bond Recommended or Utility Capital Recovery Fund Recommended.</a><br><br><i>(no discussion)</i>  | \$7,500.00  |
| Install 2 each 10" Gate Valves and Hydrant on Circle Drive<br>Nowhere to cut off from Franklin Street to Highland Hills Road. <a href="#">Bond Recommended or Utility Capital Recovery Fund Recommended.</a><br><br><i>(no discussion)</i>  | \$7,500.00  |
| Extend Sewer (Scuffling Hill Road)<br>To serve areas not being served. <a href="#">Bond Recommended.</a><br><br><i>Mentioned that this item has been discussed in the past and the temporary fix that was done several years ago seems to work, but the Public Works Director still puts it back into the budget for consideration.</i>   | \$65,000.00 |
| Extend Sewer (Bernard Road)<br>For development – if it happens. <a href="#">Bond Recommended.</a><br><br><i>(no discussion)</i>   | \$25,000.00 |
| Public Works also has some future capital needs that Council may wish to move up to the current year if a bond issue is contemplated. These include a new Garbage Truck for \$165,000;  |             |

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| a new Tandem Dump truck for \$135,000; a new leaf machine for \$25,000; a new salt spreader for \$12,000; and a new frontend loader for \$190,000.  |             |
| <b>COMMUNITY DEVELOPMENT</b>  |             |
| Depot HVAC Replacement. <b>Bond Recommended.</b>  | \$27,500.00 |
| <i>Mentioned spending more on maintaining the current system in place, it is pretty much worn out, and every technician that has worked on it says that the HVAC needs replacing.</i>   |             |
| Council Chambers Projection Upgrades  | \$12,500.00 |
| <i>Mentioned what areas of the Council Chambers need upgrading, with the projection system being outdated and, therefore, it is not compatible with current programs; and the wiring that is located on the floor that lies at the podium needs to be safely installed.</i> |             |
| Veteran's Memorial Park Erosion Repair. <b>Bond Recommended, considered essential by staff and the prime reason a bond issue is needed in the next FY.</b>  | \$520,000   |
| <i>Mentioned high priority and essential.</i>   |             |
| 40W Sidewalk Extension Floyd to Dent. VDOT Revenue Sharing. <b>Bond Recommended.</b>  | \$65,000    |
| <i>Mentioned the area this project would cover. Also discussed 40 East sidewalk project, with staff mentioning that the project has been submitted to VDOT, with the Town awaiting final approval from them; and once received, the Town can start on that project.</i>     |             |

Council Member Love did a re-cap of essential items that staff had outlined, with projects totaling approximately \$1.16 million, which included: (1) Police and Fire Department radios; (2) Pendleton tank removals; (3) Chlorine bleach conversion; (4) Blackwater dam; (4) Veterans' Park; and (5) belt press.

The Town Manager stated that the essentials total approximately \$1.25 million, and the bond issue is about 2.5% or maybe 3% interest for a 20-year bond, but needed to be confirmed by the Finance Director. Council discussed which projects they believed to be essential, and how much money the Town "had in the bank", with the Finance Director stating that she believes it is about \$5 million. The Town Manager stated that he is not comfortable having less than \$5 million in the bank. Also discussed doing a bond issue, and keeping the origination fees absorbed by the lender, the same way the last bond was done.

Also discussed a 2.5% cost of living (COLA) and a 2.5% merit raise for Town employees, with the merit raise being given to only those employees that merit such a raise. Discussed also that when the last COLA was given, the only employees given a 5% raise were below

a certain annual salary, and others that had been working for the Town for some length of time and above that certain annual salary, were only given 2.5%. Also discussed how some employees that have been here for some time are making essentially the same as some newly hired employees due to the fact that those employees with longevity have not received any merit raises, and how this affects morale.

The Mayor requested that staff bring back to Council a breakdown of raises by 5%, 4%, 3%, 2%, etc. and how it impacts the budget. He also asked that without obligating the Town to a bond issue, he would like to know what the going rate is for certain amounts of bonds, without having to pay up-front fees for a bond counsel.

The Town Manager stated that staff would bring Council a budget document that will be balanced.

The Assistant Town Manager informed Council that staff expects the meals tax to increase due to new restaurants coming into Town, being: Taco Bell; the new family restaurant going in where 2x2 BBQ use to be; new restaurant at The Grove; one going in where Pyramid Pizza use to be; and one inquiry about the location where the restaurant use to be at the corner of Claiborne Avenue and Franklin Street.

## **ADJOURNMENT**

At 6:50 p.m., motion was made by Council Member Greer to adjourn, seconded by Council Member Love and carried unanimously.

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Steven C. Angle, Mayor

ATTEST:

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Patricia H. Keatts, MMC, Town Clerk