

ROCKY MOUNT TOWN COUNCIL
AGENDA
REGULAR COUNCIL MEETING
TO BE HELD IN COUNCIL CHAMBERS
ROCKY MOUNT MUNICIPAL BUILDING
345 DONALD AVENUE
ROCKY MOUNT, VIRGINIA
MARCH 10, 2014
AT 7:00 P.M.

NOTE: WHEN SPEAKING BEFORE TOWN COUNCIL, PLEASE COME TO THE PODIUM AND GIVE YOUR NAME AND ADDRESS, ADDRESSING TOWN COUNCIL AND NOT THE AUDIENCE. WHEN GIVING COUNCIL ANY DOCUMENTATION, COPIES ARE TO BE GIVEN TO THE TOWN CLERK PRIOR TO SPEAKING. ALL CELLULAR PHONES MUST BE TURNED OFF DURING COUNCIL MEETING. THE TOWN OF ROCKY MOUNT IS PLEASED TO OFFER ASSISTANCE DEVICES AT ITS MEETING FOR THOSE ATTENDING WITH SPECIAL HEARING NEEDS. ASK ANY STAFF MEMBER OR THE TOWN CLERK AND A DEVICE WILL BE LOANED TO YOU.

- I. Roll Call
- II. Pledge of Allegiance
- III. Approval of Agenda
- IV. Special Items (*none at this time*)
- V. Public Hearing(s) (*none at this time*)
- VI. Approval of Draft Minutes
 - February 10, 2014 Regular Council Meeting
- VII. Approval of Consent Agenda
 - Miscellaneous Resolutions/Proclamations (*none at this time*)
 - Miscellaneous Action (*none at this time*)
 - Departmental Monthly Reports
 - Community Development Department
 - Finance Department
 - Fire Department
 - Police Department
 - Public Works Department
 - Wastewater Department
 - Water Department
- VIII. Hearing of Citizens (*none at this time*)
- IX. Old Business
 - A. Update on Veterans' Memorial Park repair.
- X. New Business
 - A. Review and consideration of request of Franklin County Historical Society
 1. Permission to hold the annual "Moonshine Express" event in the parking lot of the Rocky Mount Municipal Building on Sundays, April 6th and 13th (actually setting up the Saturdays prior to the events and cleaning up that Sunday evening).
 2. Permission to hold the annual "Ghosts & More" event in the parking lot of the Rocky Mount Municipal Building on October 18th and 25th (actually setting up the Friday evenings prior to the event and cleaning up the following Sunday).
 3. In conjunction with the "Moonshine Express" and "Ghosts & More", requesting Town of Rocky Mount to agree to sponsor one or more of their tour buses at \$300 per bus.

4. Permission to stop traffic from Main Street to Maple Avenue and from West Court Street to Floyd Avenue for the "Veterans Day Memorial" scheduled to take place on the Franklin County Courthouse lawn on Saturday, May 17th.
- B. Review and consideration of request of Christian Heritage Academy to hold their annual Memorial Day Race o May 26, 2014.
- C. Review and consideration of reducing the required number of members on the Microenterprise Board.
- D. Review and consideration of setting a special Council meeting for the purpose of giving staff guidance in the preparation of the draft Fiscal Year 2015 Budget and Fiscal Year 2015- 2019 Capital Improvement Plan (CIP).

XI. Committee Reports

A. Public Safety Committee

- Review of reporting and accounting requirements for transfer from Utility Funds to the Utility Capital Fund.
- Review of expenses charged to the General Fund, Utility Fund, and Utility Capital Fund.
- Overview of utilities interconnection agreement between Town of Rocky Mount, Franklin County, and Western Virginia Water Authority.

XII. Other Matters, Concerns and Rise 'N Shine Appearances

- A. Referrals to Planning Commission from Rocky Mount Town Council
- B. *Rise 'N Shine* Appearances

XIII. Closed Meeting and Action

- 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 (consideration of appointment to Microenterprise Board).
- 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 (property located on Sycamore Street within Rocky Mount Town Council corporate limits).
- Section 2.2-3711(A).7 - Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter (legal briefing from staff).

XIV. Adjournment

Copies of the agenda packet are available for review at the Town Clerk's Office located at the Rocky Mount Municipal Building, 345 Donald Avenue, Rocky Mount, Virginia, Monday through Friday, during normal working hours (8 a.m. to 5 p.m.), or by going to Town of Rocky Mount website: www.rockymountva.org.

Notice of intent to comply with Americans With Disabilities Act: Special assistance is available for disabled persons addressing Town Council. Efforts will be made to provide adaptations or accommodations based on individual needs of qualified individuals with disability, provided that reasonable advance notification has been received by the Town Clerk's Office. For assistance, please contact the Town Clerk's Office, Town of Rocky Mount, 345 Donald Avenue, Rocky Mount, Va. 24151, or by calling (540) 483-7660.

Thank you for taking the time to participate in your Town Council meeting. The Mayor and members of Council invite and encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.

**ROCKY MOUNT TOWN COUNCIL
REGULAR COUNCIL MEETING
FEBRUARY 10, 2014**

The February 10, 2014 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, Captain Kenneth Criner (in lieu of Chief of Police David Cundiff), Finance Director Linda Woody, Town Planner Patrick Rust, Superintendent of Water Department Robert Deitrich, Superintendent of Wastewater Department Timothy Burton, Fire Chief Charles Robertson, and Town Clerk Patricia H. Keatts. Absent were Public Works Director Cecil R. Mason and Chief of Police David Cundiff.

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 Stockton to approve the agenda as amended, seconded by Council Member Love and carried unanimously by those present.

SPECIAL ITEMS

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

PUBLIC HEARING

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

- Consideration of the disposition of real property located between the old line as shown on the subdivision plat of Clarke Addition and shown on Sheet 6 of the plans for Route 220, State Highway Project 7220-157-101, RW-201, and the existing right-of-way line on the south side of North Main Street (Route 220 Business), and the existing right-of-way line on the east side of Goodview Street. Refer to Tax Map and Parcel Number 207-00-048.00 according to the current Land Books of Franklin County.

The Town Attorney presented to Council a brief synopsis regarding the history of the parcel, stating that in 2002, Franklin Welding had approached the Town about a sliver of land that had been abandoned after the Grayson Street had “teed” up with North Main Street during the Virginia Department of Transportation (VDOT) Route 220 Business project, with them requesting the Town to quit-claim this piece of property to them, which was already a part of their property since the 1960’s. At that time, the Town agreed to do so, but found out that VDOT had not conveyed that portion of land to the Town. In 2007, the Town received the quit-claim deed from VDOT, with the Town passing a resolution for the abandonment of the property so it could be given to Franklin Welding. Recently, a representative of Franklin Welding visited the Town Attorney’s office to relay that they were not able to find a recorded deed. Upon investigation by the Town Attorney’s office, this was found to be correct. At this time before Council is a “house cleaning” detail to quit-claim the property to Franklin Welding. In consultation with Franklin Welding’s attorney, they requested a public hearing to be held, although one is not necessarily required by the state code; but to comply with Franklin Welding’s legal counsel, a public hearing was set prior to acting on execution of instrument to quit-claim and adjust the boundary line to new street right-of-way.

The Mayor opened the floor to anyone wishing to come forward to speak regarding the request. Let the record show that no one came forward to speak.

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 disposition of real property as presented, 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.

APPROVAL OF MINUTES

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

- January 13, 2014 Regular Meeting

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 Greer to approve the draft minutes as presented, with motion on the floor being seconded by Vice Mayor Walker. There being no comments, 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
- Departmental Monthly Report
 - Community Development
 - Finance Department
 - Fire Department
 - Police Department
 - Public Works Department
 - Waste Water Department
 - Water Department
- Bill List

There being no comments, the Mayor entertained a motion.

Motion action taken:

Motion was made by Council Member Love to approve the draft *Consent Agenda* 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.

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 at this time.

OLD BUSINESS

- A. Review and consideration of request of Wastewater Treatment Plant Superintendent for approval of 2014 intern position that is participating in the Environmental Science Major Program from Ferrum College in Ferrum, Virginia.

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

- Council had requested that he look into an intern position for this program for the Wastewater Treatment Plant.
- Council authorized an intern from Virginia Western Community College that was participating in the wastewater training program during their regular Council meeting of December 9, 2013, and at that time, there was only one person from Virginia Western Community College that qualified for the intern position, and at this time, she has not returned the application to the Town.
- He looked into Ferrum College to see what they had available, and they do have someone through their Environmental Science Major Program.
- Requesting Council's authorization to allow him to offer the internship during the summer to Ferrum College (will be 400 hours used for semester credit).
- The funds for this position have already been placed in the Town's current budget, not to exceed \$10,000. There will be a need to have funds in 2014-2015 budget to carry the intern position past June 30, 2014.

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

Motion action taken:

Motion was made by Council Member Cundiff to approve to employ the intern for the summer months through Ferrum College, with motion on the floor being seconded by Council Member Greer. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

NEW BUSINESS

- A. Review and consideration of request of Franklin County Parks & Recreation to allow them to hold their annual "Chug for the Jug, 5K, Kids Fun Run and Carilion Health Walk"

Marcia Cramblitt, Recreation Programs Manager for Franklin County Parks & Recreation, came before Council asking for permission to hold their annual "Chug for the Jug, 5K, Kids Fun Run and Carilion Health Walk" on Saturday, April 29, 2014, starting at the Rocky Mount Farmers' Market. Mrs. Cramblitt confirmed that the Rocky Mount Police Department has approved their proposed route. She also stated that this year the event will be starting one hour earlier (7:30 a.m.) per the request of the Police Department to ensure safety purposes for the runners. She also mentioned that they have great sponsors for the event.

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

Motion action taken:

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

B. Review and consideration of request of Outlaw Cruisers Car Club to allow them to hold their annual event.

It was reported by the Town Manager that a request had been received from Mr. Ron Guertin, President of the Outlaw Cruisers Car Club, for the Town to allow them to hold their annual car show on Sunday, May 25, 2014, from 1:00 p.m. to 4:00 p.m. in downtown Rocky Mount (with a rain date of Sunday, June 1, 2014, during the same time); also permission to have a Cruise-In or car show on Saturday, August 30, 2014, from 5:30 p.m. until 8:00 p.m. (no rain dates); and to also be granted permission to close Franklin Street and the streets intersecting it beginning at Arrington Flowers and ending at the stoplight intersection of the Post Office for both the car show on May 25th and the Cruise-In on August 30th. It has been confirmed that the Rocky Mount Police Department has seen the requests and have given their approval.

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

Motion action taken:

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

C. Review and consideration of request of Rocky Mount Beautification and Urban Design (BUD) Commission for appointment of Glenna Moore as a voting member of the BUD Commission

The Town Planner stated that BUD Commission Chairman Ann Cook is requesting Council's review and consideration of appointing Glenna Moore to serve a three-year term as a voting member on the BUD Commission. The Town Planner confirmed to Council that Mrs. Moore has consented to serving.

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

Motion action taken:

Motion was made by Council Member Stockton to approve the appointment of Glenna Moore to the BUD Commission as requested, 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.

D. Review and consideration of approving Town of Rocky Mount Fiscal Year 2015 Budget and Capital Improvement Plan schedule.

The Town Manager stated that prior to the meeting, Council had received a draft Fiscal Year 2015 budget calendar that will culminate in the adoption of the Fiscal Year 2015 and Fiscal Year 2015-2019 Capital Improvement Plan at their May 12, 2014 Council meeting.

Discussion ensued on needing to change one of the May 5th meeting date as it was too close to the May 6th Town election date as some of the Council members are up for re-election. Discussed moving the public hearing date to where budget work session #3 is scheduled, as this should work if that work session is not needed, and if it is a conflict, another date will be discussed later.

Consensus action taken:

Consensus of Council that the Finance Director look at the proposed dates and will have a new calendar with Council's suggested changes for the Town Clerk to distribute in Council's Friday weekly packet.

E. Presentation of Planning Commission's 2013 annual report.

The Assistant Town Manager informed Council that prior to the meeting, they had received the Planning Commission's 2013 annual report, which had been prepared by Stacey Sink, Deputy Clerk. He gave a very brief synopsis of what the report covered.

The Mayor stated that the report was very concise and informative. Council Member Greer also commented that the report was very good.

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

Motion action taken:

Motion was made by Council Member Greer to approve the report as presented, 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.

F. Review and consideration of amending management of Town of Rocky Mount's Enterprise Loan pool.

The Assistant Town Manager stated that he and the Finance Director have been reviewing the microenterprise loan program and at this time, they need direction from Council in amending the management of it. He briefly pointed out how the program was originally set up for the uptown grant and how the three businesses that participated greatly benefited from it. Of the three businesses that took advantage of the program, one has completely paid the loan off, one has only \$20,000 to repay, and the other one has only \$7,500 to repay, with all three business being on-time and current in their payments. With the repayment of the one loan, more funds are now available for use (approximately \$53,000). Up to this time, the program has been

managed by the microenterprise board that was set up during the uptown grant. It was confirmed that the program must be managed by a non-partisan board and not Council. The question before Council at this time is should the program continue under the current board, or should the oversight be transferred to the Economic Development Authority (EDA) Board, as they are set up to do so. Currently, there is only one active member, being Vice Mayor Walker, on the original microenterprise board. If it is transferred to the EDA, a resolution will be brought before Council. Discussion ensued that these funds can be used for downtown if the program is amended to make it available to specific parts of the Town and within the Town corporate limits. It was confirmed to Council Member Cundiff that this grant was one of the most string-free grants available. Also confirmed that if the Town wants to opt out of using these funds, they can do so by returning the funds to the State. Council Member Cundiff stated he would like to see the footprint of the area be enlarged, but that it stay with the microenterprise board. Vice Mayor Walker questioned why it could not be turned over to the EDA, as this was the wheelhouse; but if not, he would be glad to do it.

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

Motion action taken:

Motion was made by Council Member Cundiff to expand the footprint to any small business that wants to participate within Town corporate limits, but to keep under current board, 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.

COMMITTEE REPORTS

A. Streets, Sidewalks & Streetlights Committee

The Town Manager reported that the Streets, Sidewalks & Streetlights Committee met on January 14, 2014 to consider the following items:

- Installation of a speed bump in the east bound lane of Diamond Avenue to slow traffic down as it leaves Main Street. This issue was at the request of Council Member Moyer. The Committee recommended that prior to considering any change in the street, that the Police Department try doing a stepped-up enforcement program at the intersection and use the "speed wagon" to monitor the speed of the vehicles. Discussion ensued regarding the reasoning behind Council Member Moyer's request in that this area has become dangerous due to the vehicles not slowing down.

Consensus action taken:

It was the consensus of Council to have the Police Department monitor this area and to also use the speed wagon to monitor for a period of time.

- Adopting a “no jake brake” ordinance for the Town. A citizen has asked that the Town limit the use of jake brakes. The Town has put up signs asking trucks not to use jake brakes, but have no code as a basis of which to issue citations or enforce the policy. The Committee recommended additional “No Jake Brakes” signs near the problem area, and additional monitoring prior to considering an ordinance.

Consensus action taken:

It was the consensus of Council to put up additional signs and continue working with the truck drivers to have respect for the signage so the Town will not have to put in place an ordinance to start issuing citations in order to enforce.

OTHER MATTERS, CONCERNS AND RISE ‘N SHINE APPEARANCES

A. Referrals to Planning Commission from Town Council

Let the record show there were no referrals to the Planning Commission from Council at this time.

B. Rise ‘N Shine Appearances

Let the record show that the Assistant Town Manager appeared on the *Rise ‘N Shine* show this morning.

COUNCIL CONCERNS

Council Member Love

The following items were brought up by Council Member Love:

1. Town Manager confirmed that an update regarding 20 Spring Street will be handled under legal counsel in “Closed Session”.
2. The Town Planner gave an update on the Grassy Hill guardrail, informing Council that his office is still waiting on contracts, with him contacting the contractors several times. Still doesn’t know how much there will be to work with.
3. The Town Planner gave an update on the 40 East sidewalks/crosswalks, informing Council that he, the Public Works Director and the engineer have met this week to discuss the safest way to do this project, and once submitted to Virginia Department of Transportation (VDOT), the project should be ready to go. Once submitted, it will be up to the discretion of the Public Works Director on when to actually start the project.

UPDATE ON THE HARVESTER PERFORMANCE CENTER

The Assistant Town Manager gave an update to Council on the Harvester Performance Center:

- The website went “live” today at 10:00 a.m. for the sale of tickets for upcoming performances, with there being a strong showing of sales today.
- There are about 40 shows already on the website, with more being scheduled.
- Should be approaching 175 shows per year.
- Have already received from the public good input on the quality of acts coming.

Council Member Greer informed Council that a gentleman was in his restaurant earlier today from Roanoke, Virginia and he had commented that the Town will see a lot of people coming from out-of-town to see the shows.

CLOSED MEETING

At 7:45 p.m., motion was made by Council Member Greer to go into *Closed Meeting*, and seconded by Council Member Moyer 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 (Town Manager).

At 9:30 p.m., motion was made by Council Member Love to come out of *Closed Meeting* and to reconvene the meeting back into open session, with motion on the floor being seconded by Vice Mayor Walker 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 Stockton. 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 9:35 p.m., motion was made by Council Member Greer to adjourn, seconded by Council Member Moyer and carried unanimously by those present.

Steven C. Angle, Mayor

ATTEST:

Patricia H. Keatts/Town Clerk

/phk

MONTHLY STAFF REPORT

| | |
|--------------------|-------------------------------|
| DATE: | March 4, 2014 |
| TO: | Rocky Mount Town Council |
| FROM: | Charles Robertson, Fire Chief |
| DEPARTMENT: | Rocky Mount Fire Department |
| MONTH: | January 2014 |

The Rocky Mount Fire Department answered a total of 58 calls for the month of January 2014. There were 18 calls inside the Town limits and 40 calls answered in the County. There were a total of 406 man-hours accumulated by Fire Department personnel on these calls.

The Department averaged 8.97 members on all calls for the month.

The Department traveled a total of 1,260 miles on all vehicles for the month, using of 46 gallons of gasoline, and a total of 54.7 gallons of diesel fuel for the month.

For the month, the Department had 15 structure fires; 2 motor vehicle fires; 7 wood and grass fires; 18 motor vehicle accidents; 8 false alarms; 1 chimney fire; 5 service (sprinkler) calls; 1 smoke and odor removal call; and 1 electrical (utility pole) fire.

The Department completed its personnel accountability system and have activated this system, which will help the command structure account for all its fire service personnel on large scale fires, as well as add structure to fire scenes, making for better and safer scene operations.

The Department started on its spring training schedule, preparing for inner departmental training on pump operation, advancing attack lines, and flow patters and water streams.

MONTHLY STAFF REPORT

| | |
|--------------------|--------------------------------|
| DATE: | March 4, 2014 |
| TO: | Rocky Mount Town Council |
| FROM: | David Cundiff, Chief of Police |
| DEPARTMENT: | Police Department |
| MONTH: | February 2014 |

Please see attached monthly report for February 2014.

ROCKY MOUNT POLICE DEPARTMENT
MONTHLY REPORT TO COUNCIL

DATE: **February 2014**

DEC.

JAN.

FEB.

| | DEC. | JAN. | FEB. |
|---|-------|--------|---------------|
| TRAFFIC ARRESTS | 68 | 145 | 81 |
| TRAFFIC STOPS | 160 | 230 | 192 |
| CRIMINAL ARRESTS "MISDEMEANOR" | 68 | 22 | 30 |
| CRIMINAL ARRESTS "FELONY" | 48 | 8 | 7 |
| BOLO'S (Be On Look Out) | 78 | 70 | 55 |
| TRAINING HOURS: | 135.5 | 220.25 | 262.75 |
| FOLLOW-UP'S | 25 | 35 | 42 |
| ALARM RESPONSES | 15 | 50 | 36 |
| ACCIDENTS INVESTIGATED (TREDS) | 15 | 15 | 11 |
| INCIDENTS ADDRESSED | 1680 | 1992 | 1951 |
| INCIDENTS, OFFENSES REPORTABLE | 67 | 61 | 61 |
| BUSINESSES, RESIDENCES CHECKED "FOOT PATROLS" | 953 | 1032 | 1169 |
| SCHOOL CHECKS | 49 | 81 | 43 |
| OPEN DOORS, WINDOWS, ETC. UNSECURED | 0 | 4 | 0 |
| MOTORIST AIDES | 66 | 65 | 47 |
| BREAKING & ENTERING REPORTS | 0 | 1 | 1 |
| BREAKING & ENTERING WARRANTS | 2 | 0 | 0 |
| GRAND LARCENY WARRANTS | 1 | 0 | 0 |
| UNIFORM TRAFFIC SUMMONS ISSUED | 68 | 145 | 81 |
| DUI | 7 | 4 | 3 |
| SPEEDING TICKETS ISSUED | 30 | 57 | 39 |
| COURT HOURS | 10.25 | 59.5 | 32.25 |
| SPECIAL ASSIGNMENT HOURS: | 44.75 | 33 | 25.25 |

TRAFFIC ENFORCEMENT:

- ◇ Moving and stationary radar: throughout the Town, Bernard Road, Greenview Drive, North & South Main Street, Grassy Hill Road, Tanyard Road, Pell Avenue, State Street, Old Franklin Turnpike, Scuffling Hill Road, Glenwood Drive, Green Meadow Lane and Windy Lane.
- ◇ There were 10 reportable accidents with 9 of the accidents on our public streets.

COMMUNITY OUTREACH:

- ◇ Residential Foot Patrols: Anderson Street, Ann Sink Street, Bernard Road, Bland Street, Booker T. Washington Highway, Candlewood Apartments, Circle Drive, Claiborne Avenue, Diamond Avenue, Donald Avenue, Fairlawn Drive, Hatcher Street, Herbert Street, Hillcrest Drive, Hilltop Drive, Jubal's Pass, Knob Apartments, Leonor Street, Montview Avenue, Musefield Road, Oak Street, Old Franklin Turnpike, Orchard Avenue, Pell Avenue, Pendleton Street, School Board Road, Scuffling Hill Road, South Main Street, State Street, Summit Drive, Trail Drive, Windsor Drive, and Windy Lane.

- ◇ Business Foot Patrols: Aaron's, ABC Store, Advance Auto, Applebee's, Auto Zone, BB&T, BFMS, C-Mart, CATCE, China City, Comfort Inn, CVS, Dollar General, Eagle Cinema, El Rodeo, Franklin County High School, Food Lion, Franklin Center, Franklin Community Bank, Franklin Heights Baptist Church, Franklin Memorial Hospital, Franklin Outdoors, Franklin Street, Holiday Inn Express, Jones Produce, Kroger, Lee M. Waid, Lowe's, Martinsville Dupont Credit Union, McDonald's, Member One Federal Credit Union, NAPA, North Main Street, Old Franklin Turnpike, Papa John's, PlyGem, Quizno's, Riverside Minute Market, Rocky Mount Bowling Center, Rocky Mount Christian Church, Rocky Mount Elementary, Schewell's, Sheetz, Shell Station, Shoe Show, South Main Street, Step Inc, Tanyard Road, Trinity Missions, Two by Two BBQ, US Cellular, Wal-Mart and YMCA.

MISCELLANEOUS:

- ◇ February 3rd, 2014 - Foot Patrol provided for JV and Varsity "Men's" Basketball Games @ FCHS
- ◇ February 10th, 2014 - Foot Patrol: Girl's Basketball, Boy's Basketball & Swim/Cheer Shuttle
- ◇ February 11th, 2014 – Foot Patrol: Girl's Basketball & Swim Shuttle
- ◇ February 12th, 2014 – Foot Patrol: Swim Shuttle
- ◇ February 15th, 2014 – Traffic Detail for MMA Fights @ YMCA
- ◇ February 19th, 2014 – Foot Patrol: Girl's Basketball, Boy's Basketball & Swim Shuttle
- ◇ February 20th, 2014 – Foot Patrol: Swim/Cheer Shuttle
- ◇ February 21st, 2014 – Foot Patrol: Girl's Basketball & Boy's Basketball Shuttle
- ◇ February 24th, 2014 – Foot Patrol: Girl's Basketball
- ◇ February 26th, 2014 – Foot Patrol: Girl's Basketball
- ◇ February 28th, 2014 – Foot Patrol: Girl's Basketball

TRAFFIC CONTROL UPDATES:

- ◇ No new updates for this month.

INVESTIGATIONS:

- ◇ New Criminal Investigations: 18
- ◇ New Drug Investigations: 1
- ◇ Cases Cleared: 11
- ◇ Misdemeanor charges: 3
- ◇ Felony Charges: 3
- ◇ Pending Cases: 9
- ◇ Child Abuse Cases: 1
- ◇ Search Warrants: 0
- ◇ Traffic Stops: 4
- ◇ Drug/Currency Seizures: 1
- ◇ On-Duty Court Time: 6 hours

MEETINGS:

- ◇ Communications Committee Meeting (Harris)
- ◇ CART/CAC (Brabham, Harris & Divers)
- ◇ Two Days “SRO” assignment at FCHS (Divers)
- ◇ Southern Software Meeting (Brabham)

TRAINING:

- ◇ None for month of February

CLASSES TAUGHT:

- ◇ Self-Defense for Women on February 18th and February 25th (Harris) @ YMCA

CRIMINAL ARRESTS & LOCATIONS:

| | |
|--|-----------------------------|
| Possession of Marijuana | East Court Street (x 2) |
| Possession of Marijuana | North Main Street (x 2) |
| Possession of Marijuana | South Main Street |
| Possession of Marijuana | Diamond Avenue |
| Possession of Drug Paraphernalia | East Court Street |
| Possession of Drug Paraphernalia | North Main Street |
| Driving Under the Influence | Franklin Street |
| Driving Under the Influence | State Street |
| Driving Under the Influence of Drugs | Hilltop Drive |
| Drunk In Public | Diamond Avenue |
| Drunk In Public | Donald Avenue |
| Drunk In Public | Meadowview Avenue |
| Refusal of Blood or Breath Test | Hilltop Drive |
| Domestic Assault | East Court Street (x 3) |
| Domestic Assault | Circle Drive (x 2) |
| Domestic Assault | Windy Lane |
| Felony Shoplifting | Old Franklin Turnpike |
| Shoplifting | Old Franklin Turnpike (x 4) |
| Carry a Concealed Weapon | East Court Street |
| Brandish a Firearm | Circle Drive |
| Possession of a Firearm by a Convicted Felon | Circle Drive |
| Making Threats over the Phone | Hilltop Drive |
| Reckless Endangerment of a Child | Circle Drive |

SPEEDING TICKETS ISSUED

School Board Road (x 9)

Pell Avenue (x 8)

Tanyard Road (x 6)

North Main Street (x 4)

State Street (x 5)

South Main Street (x 5)

Scuffling Hill Road

Old Franklin Turnpike

MONTHLY STAFF REPORT

| | |
|--------------------|---------------------------------------|
| DATE: | March 3, 2014 |
| TO: | Rocky Mount Town Council |
| FROM: | Cecil R. Mason, Public Works Director |
| DEPARTMENT: | Public Works Department |
| MONTH: | February 2014 |

1. Read meters for four (4) days.
2. Replaced 2 each 5/8" meters.
3. Repaired 2" water line at Claybrook.
4. Replaced 180' of 6" sewer line and laterals on High Street.
5. Worked on snow removal of six days.
6. Checking sewer manholes, lines, easements, and cleaning and flushing as needed.
7. Swept streets and sidewalks on February 3, 4, 6, 7, 10, and 24 thru 28.

MONTHLY STAFF REPORT

| | |
|--------------------|----------------------------|
| DATE: | March 3, 2014 |
| TO: | Rocky Mount Town Council |
| FROM: | Tim Burton, Superintendent |
| DEPARTMENT: | Wastewater Treatment Plant |
| MONTH: | February 2014 |

| | |
|-----------------------------|-----------------------------|
| Average Daily Flow | 0.988 MGD |
| TSS Reduction | 99 % |
| BOD Reduction | 99 % |
| Leachate (F.C. Landfill) | 375,066 gallons |
| VPDES Violations | None |
| Sludge (Land filled @ F.C.) | 80.42 Tons |
| Rain Total 1.91 inches | Snow Total 15.0 inches |

Request: None

Respectfully Submitted,

Timothy Burton

MONTHLY STAFF REPORT

| | |
|--------------------|--|
| DATE: | March 3, 2014 |
| TO: | Rocky Mount Town Council |
| FROM: | Bob Deitrich, Water Plant Superintendent |
| DEPARTMENT: | Water Department |
| MONTH: | February 2014 |

Operation and Production Summary:

The actual water production time (filtering of water) for the entire month averaged 11.5 hours per day, which yielded approximately 890,000 gallons of drinking water per day.

| | |
|-------------------------------------|--|
| Total Raw Water Pumped: | 24.2 million gallons (possible meter error) |
| Total Drinking Water Produced: | 24.9 million gallons |
| Average Daily Production: | 890,000 gallons per day |
| Ave Percent of Production Capacity: | 45% |
| Flushing of Hydrants/Tanks/ FD Use | None reported |
| Plant Process Water: | 647,000 gallons (finished water used by the plant) |
| Bulk Water Sold @ WTP: | 18,000 gallons |

Operational Issues:

- All bacteriological water samples were satisfactory. Other monthly and quarterly samples collected and submitted are still pending.
- Demand was up and down throughout February. A number of significant leaks on the customer side of the meter were noted and at least one industrial customer repaired a leaking 10" fire system line that lost an undetermined amount of water.

Repairs/Maintenance:

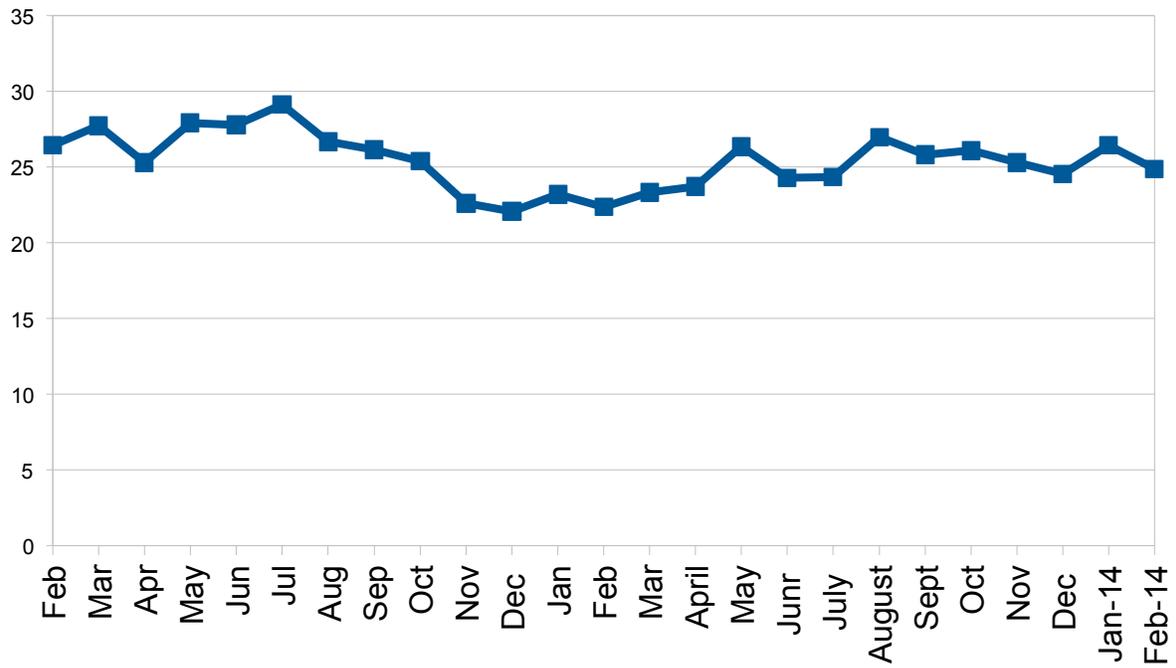
- The final test of our electric system upgrade was completed in February. Using a portable generator provided by the Western Virginia Water Authority, we were able to operate the Water Treatment Plant on generator power at normal capacity. A transfer switch was included in the upgrade that allows us to use generator power to operate the plant in case of an extended power outage.
- Our SCADA project continues. Programming at the Water Plant should be completed by the middle of March. Our meter calibration service provider and our SCADA programmer are to meet in March to dial in our flow meters and the SCADA software to improve accuracy.

Miscellaneous:

- The Environmental Science Class from Franklin County High School visited the Water Plant as part of their unit on water and wastewater treatment. Seeing the processes in person will certainly improve retention of what was taught in the class room. A little knowledge of where our drinking water comes from and what it takes to get it ready to drink will only pay dividends in the future. We are always glad to have students visit our facility.

Water Plant Production (in millions of gallons)

February 2012 to February 2014



ITEM(S) TO BE CONSIDERED UNDER:

- Hearing of Citizens** **Consent Item** **Old Business** **New Business**
 Committee Report **Other**

| | |
|----------------------------|----------------|
| FOR COUNCIL MEETING DATED: | March 10, 2014 |
|----------------------------|----------------|

| | |
|---------------------------|--|
| STAFF MAKING REQUEST: | C. James Ervin, Town Manager |
| BRIEF SUMMARY OF REQUEST: | The Town Manager and Mr. Chris Fewster with Earth Environmental & Civil, Inc. will present to Council an update on the planned repairs of Veterans' Memorial Park, including a time-line and an estimate of costs. |
| ACTION NEEDED: | (none at this time) |

Attachment(s): No

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| FOLLOW-UP ACTION: (To be completed by Town Clerk) |
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ITEM(S) TO BE CONSIDERED UNDER:

- Hearing of Citizens**
 Consent Item
 Old Business
 New Business
 Committee Report
 Other

| | |
|----------------------------|----------------|
| FOR COUNCIL MEETING DATED: | March 10, 2014 |
|----------------------------|----------------|

| | |
|---------------------------|--|
| STAFF MAKING REQUEST: | C. James Ervin, Town Manager |
| BRIEF SUMMARY OF REQUEST: | <p>The Franklin County Historical Society is asking for Council's review and consideration of approval for the following upcoming events they have planned:</p> <ol style="list-style-type: none"> 1. The "Moonshine Express" is scheduled for Sundays, April 6th and 13th. Asking for permission to once again to have the event take place in the parking lot area of the Rocky Mount Municipal Building, with them actually setting up the Saturdays prior to the events and cleaning up that Sunday evening. 2. The "Ghosts & More" is scheduled for Saturdays, October 18th and 25th. Asking for permission to once again have the event take place in the parking lot area of the Rocky Mount Municipal Building, with them actually setting up the Friday evenings prior to the event and cleaning up the following Sunday. 3. In conjunction with the two above-mentioned events, requesting the Town of Rocky Mount to agree again to sponsor one or more of their tour buses at \$300 per bus. 4. The "Veterans' Day Memorial" is scheduled to take place on the Franklin County Courthouse lawn on Saturday, May 17th. Requesting permission to stop traffic from Main Street to Maple Avenue and from West Court Street to Floyd Avenue for the brief period of the program. The Chief of Police informed staff that he has no problem with the request to close the street. <p>Attached is a letter from Linda Stanley, Special Projects Coordinator for Franklin County Historical Society, outlining each request in further detail.</p> |
| ACTION NEEDED: | Approval/denial of each request (#1, 2, 3 and 4). |

Attachment(s): Yes

| |
|---|
| <p>FOLLOW-UP ACTION: (To be completed by Town Clerk)</p> |
|---|

FRANKLIN COUNTY HISTORICAL SOCIETY INC.

The Flora Morris House
460 S. Main Street - PO Box 905
Rocky Mount, VA 24151
E-mail: fchistorical@yahoo.com

Phone: 540-483-1890

Web Address:
Franklincountyvirginiahistoricalsoc.org



Tax ID: 54-1045631

February 17, 2014

Rocky Mount Town Council
245 Donald Avenue
Rocky Mount, VA 24151

Dear Mayor and Members of Council,

We are planning events for 2014 and hope that you will agree to continue our partnership of the past ten plus years, allowing us the Historical Society to use the municipal building and parking lot.

We also hope you will agree to again sponsor one or more of our buses. Sponsorship remains \$300 per bus. This is a huge help in producing our events. We already are receiving ticket requests from the Virginia Tourism website. Surprising to receive these so early.

"Moonshine Express" is scheduled Sundays, April 6 & 13. With your permission, we would like to do the set-ups on Saturday evening and, of course, will clean up as usual and be gone by about 6 p.m. on Sunday. The first bus is scheduled at 1:30 p.m.

Although the date runs past the current fiscal year, the dates for "Ghosts & More" are Saturdays, Oct. 18 & 25. We would like to do the setup preparing on Friday evening and cleanup on Sunday as in the past.

For both events, we would like to place tents on the grassy area. As in the past, I will be providing the Police Department and Sheriff's dispatchers with a listing of the planned bus stops and scenes around town.

Thank you in advance for your consideration. If there are questions, please contact me by phone or email, listed above.

Sincerely,



Linda Stanley, Special Projects Coordinator

Franklin County Historical Society collects, preserves and shares the history of Franklin County, Virginia. We operate a History Museum & Research Library; sponsor periodic history-themed events and programs; distribute educational materials; and publish a newsletter for members six times a year.

FRANKLIN COUNTY HISTORICAL SOCIETY INC.

The Flora Morris House
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Web Address:
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Tax ID: 54-1045631

February 17, 2014

Rocky Mount Town Council
245 Donald Avenue
Rocky Mount, VA 24151

Dear Mayor and Members of Council,

We are making plans for our annual Veterans Memorial Day event on the Court-house lawn. This year's date is **Saturday, May 17**, beginning at 10 a.m. and concluding by 11:30. I would like to ask Mayor Angle to bring greetings from the Town, and also to ask that traffic be temporarily halted.

It has worked well to stop traffic from Main Street to Maple Avenue and from West Court Street to Floyd Avenue for the brief period of the program.

For the program, Revolutionary War, War of 1812 and Confederate re-enactors plan to march from the Museum to the Courthouse just prior to the start.

This year, we are incorporating an encampment of re-enactors on the Museum grounds and dental office property next door (as we did in June two years ago). This camp will open on Friday and close on Sunday afternoon. Featured will be the 57th VA Co. B from New York. This event garnered a lot of media coverage for their earlier visit. Visitors will park across the street and on the dental office lot, so we do not anticipate traffic problems.

I will be happy to provide more details at your request. I hope that all of you will be able to attend the ceremony to honor the patriotism of our ancestors, and also to visit the camp. Thank you for your consideration of this request.

Sincerely,

Linda Stanley, Special Projects Coordinator

Franklin County Historical Society collects, preserves and shares the history of Franklin County, Virginia. We operate a History Museum & Research Library; sponsor periodic history-themed events and programs; distribute educational materials; and publish a newsletter for members six times a year.

From: David Cundiff dcundiff@rockymountva.org
Subject: Re: Franklin County Historical Society Upcoming Events
Date: February 27, 2014 at 9:41 AM
To: Patricia Keatts pkeatts@rockymountva.org

No problem

On Feb 27, 2014 9:38 AM, "Patricia Keatts" <pkeatts@rockymountva.org> wrote:

I have attached two letters from Linda Stanley regarding two upcoming events for the Franklin Co. Historical Society.

1. The upcoming "Moonshine Express" and "Ghosts & More" events will be staged at the Municipal Building parking lots. This takes place every year, but wanted to keep you in the loop.
2. The "Veterans Memorial Day" event scheduled in May will affect street closings. I am not sure if Mrs. Stanley has contacted the police department or not, but sometimes she believes everything is covered on our end regarding that matter. I have tried in the past to let her know she must contact the p.d., but since she is basically a one-man-show in coordinating and running these events, I think she believes we have covered this, and in reality, she is suppose to. Let me know if there is a problem with the street closure.

She is asking permission to hold all three of these events during the March 10th Council meeting, and I just want to let you both know in case Council asks if there are any foreseen problems from your end.

Please let me know you received this email.

Any questions, please let me know.

Begin forwarded message:

From: scanner@rockymountva.org
Subject: Attached Image
Date: February 27, 2014 at 10:24:36 AM EST
To: "Pat Keatts" <pkeatts@rockymountva.org>

Patricia Keatts, MMC
Town Clerk
Town of Rocky Mount
345 Donald Avenue
Rocky Mount, Virginia 24151
[\(540\) 483-7660](tel:(540)483-7660)

ITEM(S) TO BE CONSIDERED UNDER:

- Hearing of Citizens**
 Consent Item
 Old Business
 New Business
 Committee Report
 Other

| | |
|----------------------------|----------------|
| FOR COUNCIL MEETING DATED: | March 10, 2014 |
|----------------------------|----------------|

| | |
|---------------------------|--|
| STAFF MAKING REQUEST: | C. James Ervin, Town Manager |
| BRIEF SUMMARY OF REQUEST: | <p>Mr. Eric Miller with Christian Heritage is requesting permission to hold their annual Memorial Day race on May 26, 2014. Attached is a letter from Mr. Miller outlining the propose route.</p> <p>The Chief of Police has seen this request and has no problem with the proposed route.</p> |
| ACTION NEEDED: | Approval/denial of request. |

Attachment(s): Yes

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| <p>FOLLOW-UP ACTION: (To be completed by Town Clerk)</p> |
|--|

March 5th, 2014

Members of the Rocky Mount Town Council
345 Donald Ave
Rocky Mount, VA 24151

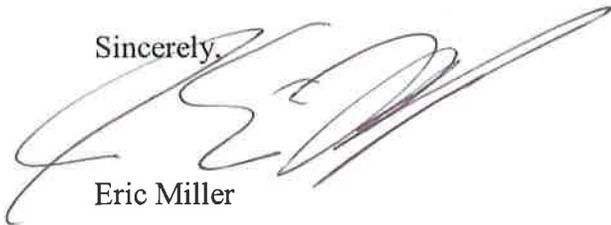
Dear Council Members:

I am writing to respectfully request permission to speak to the Rocky Mount Town Council at their next meeting. I would like to ask the members of the Council for their permission to have a road race on Glenwood Drive and Scuffling Hill Road on Memorial Day, which this year is May 26th. The race begins at 8:45 a.m., and it has never lasted for more than an hour. The course begins on the campus of Christian Heritage Academy, and goes up the hill of Glenwood Drive. The runners and walkers turn left onto Scuffling Hill Road and go down the left side of that road until they reach Rakes Road. At that point they turn around and return to the campus of the school, again staying on the left side of the road. We always have people posted on the race course to slow the traffic down for the safety of the runners, and the Police Chief has always been kind to have a deputy helping to monitor the event.

This race is held every Memorial Day as a benefit to Christian Heritage Academy. I thank the Council for their help in the past for making this such a successful event in the life of our school.

Thank you for your consideration of this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Eric Miller', written over a light blue horizontal line.

Eric Miller

ITEM(S) TO BE CONSIDERED UNDER:

- Hearing of Citizens**
 Consent Item
 Old Business
 New Business
 Committee Report
 Other

| | |
|----------------------------|----------------|
| FOR COUNCIL MEETING DATED: | March 10, 2014 |
|----------------------------|----------------|

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|---------------------------|--|
| STAFF MAKING REQUEST: | C. James Ervin, Town Manager |
| BRIEF SUMMARY OF REQUEST: | <p>During the regular Council meeting of February 10, 2014, it was the decision of Council to expand the microenterprise loan pool to any small business that wants to participate within the Town corporate limits. It was also the decision of Council to continue to keep these types of loans under the current Façade Improvement and Microenterprise Loan Board that was in place during the Department of Housing & Community Development grant-funded Uptown Revitalization Project.</p> <p>The Microenterprise Loan Board was established as a seven-member board, but has operated as a six-member board for some time due to the resignation of Derwin Hall. The current Board members are: Board Chairman Gregg Walker, Serina Garst, Brenda Hunt, Carolyn Johnson, Tillman Riddle and Carol Tuning. Mr. Riddle has asked to be removed from the Board, and Ms. Garst has been unresponsive to meeting notices and other inquiries. Therefore, staff is requesting that the required number of members be reduced to five. This will require that one additional person, preferably a banker, be appointed to the Board.</p> |
| ACTION NEEDED: | Approval/denial of request. |

Attachment(s): No

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| <p>FOLLOW-UP ACTION: (To be completed by Town Clerk)</p> |
|--|

ITEM(S) TO BE CONSIDERED UNDER:

- Hearing of Citizens** **Consent Item** **Old Business** **New Business**
 Committee Report **Other**

| | |
|----------------------------|----------------|
| FOR COUNCIL MEETING DATED: | March 10, 2014 |
|----------------------------|----------------|

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|---------------------------|--|
| STAFF MAKING REQUEST: | Matthew C. Hankins, Assistant Town Manager Linda Woody, Finance Director |
| BRIEF SUMMARY OF REQUEST: | Staff requests Council's consideration of setting a special Council meeting for the purpose of getting Council's input on their priorities for the draft Fiscal Year 2015 Budget and Fiscal Year 2015-2019 Capital Improvement Plan (CIP). Dates for consideration are: Thursday – March 13, 2014 Monday – March 17, 2014 Tuesday – March 18, 2014 |
| ACTION NEEDED: | Approval to set date for special Council meeting. |

Attachment(s): No

| |
|--|
| FOLLOW-UP ACTION: (To be completed by Town Clerk) |
|--|

ITEM(S) TO BE CONSIDERED UNDER:

- Hearing of Citizens**
 Consent Item
 Old Business
 New Business
 Committee Report
 Other

| | |
|----------------------------|----------------|
| FOR COUNCIL MEETING DATED: | March 10, 2014 |
|----------------------------|----------------|

| | |
|---------------------------|---|
| STAFF MAKING REQUEST: | C. James Ervin, Town Manager |
| BRIEF SUMMARY OF REQUEST: | <p>The Public Utilities Committee met on March 5, 2014 for the purpose of:</p> <ul style="list-style-type: none"> - Report and accounting requirements for revenue transfer from the Utility Funds to the Utility Capital Fund. - Review of expenses charged to the General Fund, Utility Fund and Capital Fund. - Overview from the Town Manager of the current state of negotiations on the agreement between the Town of Rocky Mount, Franklin County, and the Western Virginia Water Authority for the interconnection of the utility systems. <p>Due to the lateness of the meeting, a recommendation from the Public Utilities Committee will be made during the regular March 10, 2014 Council meeting.</p> |
| ACTION NEEDED: | Approval/denial of Committee's recommendations. |

Attachment(s): No

| |
|--|
| <p>FOLLOW-UP ACTION: (To be completed by Town Clerk)</p> |
|--|