

Pearisburg Town Council met in regular session on June 11, 2019 at 7:30 pm at the Pearisburg Volunteer Fire Department. Present for the meeting was Mayor Dickerson; Council Members Williams, Ballard, Harrell, Clark and Eaton; Town Attorney Hartley; Town Manager Meredith; Town Clerk Harless; Director of Public Works Wilson; Police Chief Martin; and Town Treasurer Harrell.

Clark made a motion to approve the May 14, 2019 Regular Council Meeting minutes as written. Ballard seconded the motion. Voting yes: Mayor Dickerson; Council Members Williams, Ballard, Harrell, Clark and Eaton. The motion carried by a vote of 6 to 0.

Mayor Dickerson opened the Public Hearing on the Fiscal Year 2020 Budget. Meredith stated that the proposed budget is structured to help the Town prepare for the renewal of its aging infrastructure and would maintain current services. The proposed appropriations would be used to replace water lines, sewer lines, town streets, sidewalks and other Town infrastructure. Hearing no comments Mayor Dickerson closed the Public Hearing.

Mayor Dickerson opened the Public Hearing on the proposed changes to the Meals Tax Ordinance. Meredith stated that businesses in the Town of Pearisburg generate approximately nine million dollars in sales annually; therefore, a one percent increase would yield an estimated \$90,000 in Meals Tax Revenue for the Town. The proposed ordinance would increase the rate from 4% to 5%.

Clark reported on the Public Safety Committee. The new police vehicle has been delivered and is currently in the process of getting outfitted with needed equipment.

Ballard reported on the Property and Recreation Committee. Williams made a motion that Council approve the May Recreation Report. Ballard seconded the motion. Voting yes: Mayor Dickerson; Council Members Williams, Ballard, Harrell, Clark and Eaton. The motion carried by a vote of 6 to 0.

Ballard made a motion that Council approve the May Building Permit Report. Williams seconded the motion. Voting yes: Mayor Dickerson; Council Members Williams, Ballard, Harrell, Clark and Eaton. The motion carried by a vote of 6 to 0.

Eaton reported on the Finance Committee. The Committee recommended that Council write-off the outstanding Water and Sewer balances for 2013 in the amount of \$4,273.68.

Voting yes: Mayor Dickerson; Council Members Williams, Ballard, Harrell, Clark and Eaton. The recommendation carried by a vote of 6 to 0.

Water/Sewer Outstanding Balance				Jan. 1, 2013 to Dec. 31, 2013			
Acct #	Name	Address	Amount	Acct #	Name	Address	Amount
3506.02	Tiffany Lucas			3641.00	Carl Croy	563 Hale Street	\$ 67.00
	c/o Joanne Baker	311 Thomas Drive	\$ 67.65	1018.01	Carri Kalweit	408 Poplar Lane	\$ 40.50
2724.05	Old Virginia Smokehouse	401 Main St - 1/2	\$ 483.37	1228.01	Josh Wolfe	604 Wildwood Drive	\$ 193.34
174.04	Sergio Soto	311 Wenonah Ave	\$ 221.04	1191.01	Eric Eggleston	616 Wildwood Drive	\$ 85.05
210.00	James D. Level	311 Painter Street	\$ 55.12	2779.06	Mathew W. Blankenship	1405 Wenonah Ave	\$ 14.92
213.06	Hugo Soto	305 Dennis Street	\$ 49.83	1332.02	D- Great X Scape	120 Kinter Way	\$ 15.58
3367.06	Jim Workman	423 Fleeman Street	\$ 40.30	1405.00	Joy S. Kerekes	513 Horsley Dr.	\$ 43.83
3092.07	Sara Beth Williams	408 Painter Street	\$ 301.01	1411.04	Kaila Medley	506 Horsley Dr.	\$ 134.85
3554.01	Oakley Ratcliffe	419 Iris Street	\$ 81.00	3375.02	Charlotte R. Howell	517 Mason Court Dr - Apt. 6	\$ 46.17
284.04	Meaghan Tate	623 Morris Ave	\$ 41.04	2599.02	7 Day Market		
3440.05	Loretta Taylor	412 Willow Circle - Apt 3	\$ 51.94		c/o Gautam Kumar A Patel	1331 Wenonah Ave	\$ 107.57
2207.04	April Dalton	309 Orchard Drive	\$ 18.96	3621.03	Michael W. Altizer	515 Wenonah Ave - Apt 2	\$ 58.97
2484.00	James Davis	309 Maple Ave	\$ 54.40	3380.07	Ashley Jemison	105 Main Street - Apt D	\$ 148.90
420.06	Deborah Lilly	412 Church Ave - Apt J	\$ 40.50	3585.02	Alisa H. Moody	101 Huffman Drive - Apt A	\$ 43.00
429.04	Mary Woodyard	410 Church Ave - Apt F	\$ 59.29	3124.05	Brad Coleman	166 Honaker Lane	\$ 231.23
3244.05	Roger St. Clair	408 Church Ave - Apt B	\$ 76.27	1987.05	Carolyn Rhody	208 Virginia St.	\$ 56.15
449.04	Eric & Regina Boone	408 Church Ave - Apt. N	\$ 202.95				
486.00	Pauline Gordon	304 Woodrum St	\$ 44.55				
3221.00	Nikki Vandegrift	111 Sunset Drive	\$ 246.03				
1535.03	Judith Bower	601 Wenonah Ave - Apt B	\$ 80.64				
2395.06	Albert Mann	601 Wenonah Ave - Apt D	\$ 220.09				
3285.04	Allyson Lester	601 Wenonah Ave - Apt P	\$ 43.00				
3274.04	Belinda Wright	601 Wenonah Ave - Apt Q	\$ 59.03				
3542.00	Gail Neice	1004 Pulaski Ave	\$ 20.03				
804.04	Jeff L. Condrey	507 Giles Street	\$ 280.63				

868.10	Chasity Lucas	186 Virginia Street	\$ 68.95				
3158.07	Ryan Neal	211 Ingram Street	\$ 38.50				
945.03	Rodney Mann	213 French Street	\$ 40.50				
		<b>TOTAL</b>	<b>\$ 2,986.62</b>			<b>TOTAL</b>	<b>\$ 1,287.06</b>
			<b>Combined Total</b>		<b>\$</b>		<b>4,273.68</b>

Ballard asked how staff currently collects outstanding balances other than sending out notices. Meredith replied the Treasurer sends out notices, uses DMV Stops, contacts citizens, and cuts off water. Harrell stated that she plans to begin using Debt Set Off soon.

The Committee recommended that Council write-off the outstanding delinquent Real Estate Taxes for tax year 1999 in the amount of \$46.20. Voting yes: Mayor Dickerson; Council Members Williams, Ballard, Harrell, Clark and Eaton. The recommendation carried by a vote of 6 to 0.

**Town of Pearisburg  
Delinquent 1999 Real Estate Write Off**

<b>Jennelle Lilly S</b>	<b>\$ 19.80</b>
<b>CROY RONALD D</b>	<b>\$ 26.40</b>
<b>TOTAL</b>	<b>\$ 46.20</b>

The Committee recommended that Council write-off outstanding delinquent Personal Property Taxes for tax year 2013 in the amount of \$3,700.93. Voting yes: Mayor Dickerson; Council Members Williams, Ballard, Harrell, Clark and Eaton. The recommendation carried by a vote of 6 to 0.

**Town of Pearisburg  
Delinquent 2013 Personal Property**

<u>NAME</u>	<u>AMOUNT</u>
AL JM Inc/Campo Verde	\$ 115.05
Archie Preston Matthew/Archie Jessica Lucas	\$ 60.38

Archie Preston Matthew	\$	56.15
Baker Winston D	\$	192.29
Be Active Physical Therapy Inc	\$	281.40
Boone Regina Ann	\$	75.38
Brown Brian Keith	\$	27.44
Brown Ray Clark Jr	\$	45.77
Campbell Taneisha Jenae	\$	20.00
Collegiate Carpet & Hardwood	\$	24.39
Colley Katie Jo	\$	68.45
Comer Brittany Nichole/Comer Mark Edward	\$	20.00
Comer Brittany Nichole	\$	14.61
Condrey Jeffery Lewis	\$	66.15
Cooper Reggie Wayne	\$	75.38
Dalton David R	\$	32.31
Davis Beatrice Kay	\$	40.38
Dax Joseph Peter Jr	\$	35.00
Dye Judy Kay	\$	33.85
Elliott Christopher Joseph	\$	13.85
Foster Toni Michele	\$	39.61
Fox Wand Lee	\$	63.46
Griggs Ashlee Renee	\$	39.23
Harrell Linda Lee	\$	31.15
Hedge Lauren Elaine/Stevens Jacob Lewis	\$	67.30
Hinojosa Alana Jean	\$	28.08
Huskey Jeffrey Shawn	\$	42.30
Hale James Leonard	\$	43.07
Hardin Michael H II	\$	87.69
Hazelwood David T	\$	57.31
Henson Phillip Daniel	\$	77.69
Huffman James Ralph/Phillips Hazel Sanders	\$	2.81
Kempinski Denise Frances	\$	56.15
Lovell Earl Dwight	\$	35.00
Lynch Adam Ruff/Joyce Kelly Jean	\$	37.31
Lynch Adam Ruff	\$	64.61
Lynch Julie Marie	\$	87.69
Mccoy Matthew Brandon	\$	46.92
McCraw Joshua Craig	\$	20.00
Martin Joseph D	\$	161.74
Myers Christopher Corey	\$	29.23
Natural Solutions / Angie Mann	\$	6.56
Neely Arnold Ray Jr	\$	11.92
Neice Teresa Higgs	\$	27.69
Nunn Mona Marie	\$	35.38
Parsell Robert Kent	\$	20.00

Patel Gautam Ambalal/Shivom Inc/7 Day Market	\$ 312.12
Patel Gautam Ambalal	\$ 58.94
Patel Sarojben Gautambhai	\$ 114.74
Pence Sarah Marie/Pence Gregory J	\$ 65.76
Prince Pauline W	\$ 67.69
Prinelli John A.	\$ 34.23
Ratcliffe Amanda L	\$ 86.53
Riggs Carolyn Marie	\$ 30.77
Stephens Orlando K	\$ 27.50
Stump Jimmy Dale	\$ 44.64
Sutphin John Ray	\$ 35.77
Trivett Daniel Michael	\$ 26.92
Vaught Ashely Danielle/Vaught Junior Shane	\$ 14.61
Ward Corey Fred	\$ 90.76
Ward Larry Ray	\$ 20.00
Webb Linda Faye	\$ 20.00
White David Allen	\$ 53.75
Williams Leia Michelle	\$ 29.61
Woodyard Mary Elizabeth	\$ 20.00
Yates Tonia Renee/Yates Curtis Ray	\$ 28.46

**Total** \$ 3,700.93

The Committee recommended that Council approve and adopt Budget Amendment FY 2019-04. Meredith briefed Council on the need for the amendment. He stated that additional funds were needed for Shelton Place. The Town owes the full amount this current budget year. We had budgeted with the intent that there would be someone occupying the building to assist with the rent payments. He stated that we currently have a Barber Shop that seems to be doing very well. The Bike Shop recently closed. He made adjustment to the DMV Stop Fees the Town incurs to participate in the program. The revenue on DMV Stops is coming in on the other side of the ledger. The revenue is for information purposes only. He stated that he anticipated finishing the fiscal year with a positive budget variance, but it could be close as staff closes out the current fiscal year. Voting yes: Mayor Dickerson; Council Members Williams, Ballard, Harrell, Clark and Eaton. The recommendation carried by a vote of 6 to 0.

**BUDGET AMENDMENT FY 2019-04**

<b>EXPENDITURES</b>	<b>Current Budget</b>	<b>New Amount</b>	<b>Difference</b>
10.2900.8920 SHELTON PLACE	\$ 20,000.00	\$ 22,620.00	\$ 2,620.00
10.1400.1700 DMV STOP FEES	\$ 1,000.00	\$ 3,815.00	\$ 2,815.00

<b>REVENUE</b>	<b>Current Budget</b>	<b>New Amount</b>	<b>Difference</b>
10.0310.1500 DMV STOP FEES	\$ 2,000.00	\$ 6,020.00	\$ 4,020.00
10.0330.3400 MOBILE HOME TITLING TAX	\$ 1,000.00	\$ 3,186.00	\$ 2,186.00
			\$ -
			\$ -
<b>Total</b>			<b>\$ 5,435.00</b>
			<b>0.12%</b>
<b>Total</b>			<b>\$ 6,206.00</b>

<b>Current</b>	<b>Revenue</b>	<b>Expenditures</b>	<b>Difference</b>
<b>Amended</b>	\$ 4,397,882.00	\$ 4,460,810.00	\$ (62,928.00)
<b>Total</b>	\$ 6,206.00	\$ 5,435.00	\$ 771.00
	\$ 4,404,088.00	\$ 4,466,245.00	\$ (62,157.00)

For Council Action on June 11, 2019

The Committee recommended that Council approve and adopt Budget Transfers in Appropriations FY 2018-2019-03. Meredith explained that there were three objectives to the transfers that included the purchase of an In-Car Camera for the Police Department that needed replaced, appropriating enough funds to cover the cost of water purchases from the Giles County Public Service Authority (PSA), and finally to purchase water meters with new software and an antenna with which to read the meters. The Town had budgeted to purchase more water meters. The current software we use for the meter will no longer work after December of the current year. He stated that by making this purchase we will be able to purchase 32 meters for \$5,000 and the new software in the current budget. Meredith stated that his only other concern with the water budget was the amount of overtime needed to repair water leaks. Voting yes: Mayor Dickerson; Council Members Williams, Ballard, Harrell, Clark and Eaton. The recommendation carried by a vote of 6 to 0.

BUDGET TRANSFERS IN APPROPRIATIONS FY 2018-2019-03

EXPENDITURES

		Current Budget	New Amount	Difference
Transfer in Appropriations 1	From 10.1700.0200	10,000.00	4,530.00	-5,470.00
	To 10.5000.1511	1,200.00	6,670.00	5,470.00
ENGINEERING SERVICES				
Transfer in Appropriations 2	From 22.2100.8112	29,096.00	0.00	-29,096.00
	From 21.3000.0200	10,000.00	8,149.00	-1,851.00
To 21.2000.9300	414,526.00	445,473.00	30,947.00	
RD UV/SEWER LOAN				
ENGINEERING SERVICES				
PUBLIC SERVICE AUTHORITY				
Transfer in Appropriations 3	From 21.2000.9600	1,250.00	150.00	-1,100.00
	From 21.2000.9350	2,000.00	1,342.00	-658.00
From 21.2000.8900	2,100.00	1,808.00	-292.00	
From 21.2000.7400	6,500.00	4,000.00	-2,500.00	
From 21.2000.8800	8,500.00	8,100.00	-400.00	
To 21.2000.7600	10,000.00	14,950.00	4,950.00	
LEAK SERVICES				
WATER TESTING FEES				
WATER PROJECT				
GASOLINE				
CONTINGENCY				
METERS				

Revenue	Expenditures	Difference
\$ 4,397,882.00	\$ 4,460,810.00	\$ (62,928.00)
\$ -	\$ -	\$ -
\$ 4,397,882.00	\$ 4,460,810.00	\$ (62,928.00)

For Council Action on June 11, 2019



Meredith updated Council on the Virginia Retirement System Group Life (GLI) Benefit. He explained the total cost of the GLI is 1.31 % with two options to pay for the benefit. The Town can pay the full 1.31%; or, the employer can pay .52% and the employee can pay .79%. He stated that for the last 7 years the Town has been paying the full amount of 1.31%. He stated that he felt that Council intended for employees to pay their share of the benefit when they were given a 7.5% pay increase in 2012 to cover their portion of the VRS. He was under the impression it was being deducted from the employee's paycheck. It was discovered by staff that the town had been paying the full amount for the past 7 years. He is proposing that the Town and Employee pay the designated portions as per the letter provided to the Town by the Virginia Retirement System. Ballard asked if the employee could opt out of the GLI Plan. Meredith stated that staff is working on getting an answer to that question. Williams asked why it took 7 years to find this problem. Meredith stated that it was not immediately discoverable because the budget amounts were being mailed in to the VRS by staff; therefore, there were no red flags showing up in the budget each year. He stated that when he started working for the Town, he questioned staff at that time and was told the Town only pays their portion and that the employees share came out by payroll deduction. He stated that the Town had been absorbing it for 7 years. Harless stated the GLI being fully paid by the Town was noticed in the first part of the calendar year when she started making the monthly VRS payments. She brought the matter to the Town Manager at that time. Hartley thinks it was the intent of Council that the employees pay their share. Meredith commended Town Clerk Harless for working diligently on reconciling all VRS Benefits.

Eaton made a motion that Council pay the \$0.52 % of the VRS Group Life Insurance (GLI) and the employee pay \$0.79% effective July 1, 2019. Harrell seconded the motion. Voting yes: Mayor Dickerson; Council Members Williams, Ballard, Harrell, Clark and Eaton. The motion carried by a vote of 6 to 0.

Williams reported on the Public Works Committee. Williams made a motion that Council approve the Water Report for April. Clark seconded the motion. Voting yes: Mayor Dickerson; Council Members Williams, Ballard, Harrell, Clark and Eaton. The motion carried by a vote of 6 to 0.

Mayor Dickerson stated that Williams won't be able to attend the Monday night Committee Meetings due to his new work schedule. He will get with Council and set up the changes.

Meredith briefed Council on the Virginia Department of Housing and Community Development (DHCD) Community Development Block Grant (CDBG). He stated that the next step was for Council to consider adopting the Business Plan and Grievance Procedure. He stated that it was focused on ensuring that low income Giles County residents would be considered for employment during the project. He stated that should low income housing be eliminated, then the Town would need to find housing for the displaced residents within a 3-year time span. He mentioned the only building of concern is located above the salt shed. Wilson stated that in its current condition it was not occupiable. Clark asked about the apartments above the theatre and whether they were in conformance with the zoning ordinance. Wilson answered that it is conforming under the zoning ordinance. He stated that if residents were displaced, the Town could possibly be required to relocate them and pay the costs. Clark's understanding was that if the project only included façades, then residents shouldn't be displaced. Clark had some concerns about low income contractors performing the work. She stated that it may be difficult to recruit them for the project. She also stated that it can be challenging for staff to keep records concerning the employment of low-income workers. She stated that she was concerned about the language concerning the displacement of low-income residents and the challenges that could pose for the Town. Hartley stated that the grant funds are to be used for the facades and not inside renovations. Eaton stated that the owner could use renovations on the inside to match the façade. Hartley stated that the Town would be assisting with the exterior not the interior. Meredith stated the owner can use renovations on the inside as match. Hartley mentioned that the match for interior renovations is not grant money, only exterior work will be paid for with the grant funds. Eaton asked what happens if the property is sold during the grant period. Hartley stated that, given the scope of the project, the displacement of low-income residents should not become an issue for the Town.

Eaton asked if approving the Business Plan and Grievance procedure would lock the Town in on the CDBG implantation grant. Meredith answered that the Town wouldn't be locked in until a contract was approved and signed in September. The Town will not be considering approval until August. Hartley concurred with Meredith.

Eaton made a motion that Council approve and adopt the Business Plan and Grievance Procedure, contingent upon the Town moving forward with the DHCD CDBG project. Williams seconded the motion. Voting yes: Mayor Dickerson; Council Members Williams, Ballard, Harrell, Clark and Eaton. The motion carried by a vote of 6 to 0.

Harrell made a motion that Council accept the 2019-2020 Council Appointments. Eaton seconded the motion. Voting yes: Mayor Dickerson; Council Members Williams, Ballard, Harrell, Clark and Eaton. The motion carried by a vote of 6 to 0.

**Planning Commission (4 year term)**

Amanda Moyer July 1, 2019 - June 30, 2023  
Re-Appointment

**Board of Zoning Appeal (5 year term)**

Mike Collins July 1, 2019 – June 30, 2024  
Re-Appointment

**Library Board (3 year term)**

Rita Palmer July 1, 2019 – June 30, 2022  
Re-Appointment

Ann Mulheren July 1, 2019 - June 30, 2022  
Re-Appointment

Corbin Vierling July 1, 2019 – June 30, 2022  
Re-Appointment

Joseph Yost July 1, 2019 - June 30, 2022  
Appointment

**Parks and Recreation Board (5 year term)**

Nicole Price July 1, 2019 - June 30, 2024  
Re-Appointment

Jason Ballard - Council Member July 1, 2019 – June 30, 2024  
Appointment

**Board of Building Code of Appeals (5 year term)**

Vacancy July 1, 2019 – June 30, 2024

**Commerce Park (4 year term)**

N/A

**Public Service Authority Board (2 year term)**

James Hartley July 1, 2019-June 30, 2021  
Todd Meredith July 1, 2019-June 30, 2021

**Ad Hoc Committee for Festival (3 year term)**

Kim Woodyard July 1, 2019 – June 30, 2022  
Re-Appointment

Autumn Snider July 1, 2019 – June 30, 2022  
Re-Appointment

Meredith stated that Hartley had reviewed the Audit Contract for FY 19, FY20 AND FY21 for a starting cost of \$15,750 and increasing annually by \$500.

Harrell made a motion that Council accept the Audit Contract for FY 2019, 2020 and 2021 with Robinson, Farmer, Cox Associates. Clark seconded the motion. Voting yes: Mayor Dickerson; Council Members Williams, Ballard, Harrell, Clark and Eaton. The motion carried by a vote of 6 to 0.

Williams made a motion to approve the Parade Permit for the Pearisburg Festival. Ballard seconded the motion. Voting yes: Mayor Dickerson; Council Members Williams, Ballard, Harrell, Clark and Eaton. The motion carried by a vote of 6 to 0.

Meredith informed Council that he met with Hurt & Proffitt to discuss plans for the Parks and Rec Revitalization Project. They estimated that it would cost approximately \$5,000 to complete a site plan to make sure that the changes will fit in the designated area. He stated that this would be an excellent tool to help the Town move forward with improvements. He suggested Council have a workshop for a few hours one evening to decide on a plan of action for the project. Eaton asked if Council planned to use the \$10,000 in the budget for lights or drainage on the ball fields. Eaton asked if staff could move forward on getting the lights installed. Ballard stated that he felt that drainage is number one concern for both fields. Council recommended that staff develop plans to repair the drainage problems first and then get work completed on the lighting. Meredith stated that he would prepare costs to present to Council next month and begin developing a work schedule for the coming fall. This item is a separate budgeted item and not part of the Parks and Rec Revitalization project.

Harless briefed Council on upcoming training for Council on COIA (Conflict of Interest) & FOIA (Freedom of Information Act). Hartley stated that Council will have until Dec. 31, 2019 to complete COIA.

Town Council set a date to hold a Special Meeting for the adoption of the FY20 Budget for June 25<sup>th</sup> 5:30 pm.

On a motion by Williams, seconded by Ballard, passed by the following recorded vote, Council Members, Dickerson, yes, Williams, yes; Eaton, yes; Ballard, yes; Journell, absent; Clark, yes; and Harrell, ; Council went into Executive Session as permitted by Virginia Code § 2.2-

3711(A) (29), for discussion of the award of public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the Town.

On a motion by Williams, seconded by Ballard, passed by the following recorded vote, Council Members Dickerson, yes, Williams, yes; Eaton, yes; Ballard, yes; Journell, absent; Clark yes; and Harrell, yes; Council returned to regular session.

On a motion by Ballard seconded by Williams, and passed by the following recorded vote, Council Members Dickerson, yes, Williams, yes; Eaton, yes; Ballard, yes; Journell, absent; Clark yes; and Harrell, yes; Council certified that the subject discussed in this Executive Session was the subject identified in the motion to go into Executive Session and only that subject, and that Council discussed no other subject while in Executive Session.


There being no further business the meeting was adjourned.

APPROVED:



Mayor Robert L. Dickerson

ATTEST:



Regina H. Harless, Town Clerk