

Pearisburg Town Council met in Regular Session on Tuesday, May 14, 2019 at 7:30 p.m. in the Pearisburg Town Council Chambers. Present for the meeting was Mayor Dickerson; Council Members Eaton, Clark, Harrell, Journell, Ballard and Williams; Town Attorney Hartley; Town Manager Meredith; Town Clerk Harless; Building Official Wilson; Police Chief Martin; and Treasurer Hope Harrell. Also, present were citizens Kevin Belcher (PSA Director), Patrick O'Brien (NRVRC), Pippa Chapman, Beth Murray, Vera Hurst and Amelia Whittaker, Virginian Leader.

Patrick O'Brien, a representative from the New River Valley Regional Commission (NRVRC), addressed the Town Council with information about the Community Development Block Grant (CDBG) awarded to the Town by the Department of Housing and Community Development (DHCD). He stated that Hill Studios is working on the architectural portion of the grant. The NRVRC is assisting with the administrative portion. To receive the \$700,000 CDBG Implementation Grant, the Town will need to meet all requirements before early September. The Town will need to form a Management Team to help guide the process and help identify elements to include in the planning and scope of the grant. He stated that the Façade Improvement Program provides a 50/50 matching grant up to \$15,000 that could fund a project with a total cost of \$30,000. He reviewed the area in the scope of plans with Council. He stated that the Town will be required to address the blight within the designated area of the project. There can be no broken windows or other forms of blight left unattended within the project area.

O'Brien stated two of the of the main components of the project are to improve parking and create an area for an event space downtown. The proposed plans organize the space behind and beside the Allen's Furniture Store building. The plans also include the creation of a green space near the Town's salt shed. He stated that he is working with property owners on participating in the grant. In order to meet the grant offer requirement, the Town must have four business owners participate. He felt it would be better to have as many businesses participate as we can. If desired, the Town can always scale back on the public places portion of the project. The façade portion is defined as anything visible from public right-of-way. There has been some interest from property owners on the opposite side of Wenonah Avenue that

were not originally part of the original plan, but the Town can consider adding them as part of the project.

O'Brien briefed Council on some administrative items the agency requires such as resolutions, advertisements and approvals from the Department of Historic Resources to comply with any alterations. The Town will need to have an environmental review. The deadline for completion in meeting all the pre-planning grant requirements is set for August in order to submit in September 2019.

Harrell asked who is responsible for addressing the blighted buildings if the owner in the designated plan area doesn't participate. O'Brien answered that the Town would have an agreement with DHCD to get them done. He stated that the Town would be required to address all the blight within the project scope. He stated that if someone doesn't provide a match, then the Town will not be eligible for the grant. Harrell asked about the time frame for the owner to meet the requirements to be free of the forgivable loan. O'Brien answered that it's a five-year forgivable loan. He stated that he would need to ask the DHCD about the time frame for the Town should the owners not sign on to participate and the Town does the work on their behalf. Clark asked about how buildings would be evaluated and identified as blighted. O'Brien stated he would need to speak with Andrea Jones, a representative with the DHCD, and they would complete a review of each building and decide what the bar is for defining a structure as blight. Then the town will identify and agree on what is considered blight. The Town will need to comply with the Department of Historic Resources and follow their requirements to not disturb the historic character of some of the buildings. Clark asked if we could move the lines on the project map to include the other side of Wenonah. O'Brien stated the purpose of the Planning Grant Phase was to make this determination and decide on what areas to include in the blight. He stated that even if the owners aren't requesting anything, we should at least provide an idea as to what areas are blighted and will be included in the project.

Meredith asked O'Brien about blighted structures owned by those who have chosen not to participate in the grant. He wanted to make sure he understood that the Town would be obligated to pay for improvements to blighted structures owned by people who have opted out of the grant. O'Brien answered that the property owners would have to agree that the funds

were not originally part of the original plan, but the Town can consider adding them as part of the project.

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be used on their building, but he was not sure where the funds would come from at this time. He stated that he would need to get with Jones. Clark asked if permission was required from the property owners. O'Brien answered that the Town would need to get permission. He stated that the Town could discuss regulations under its code enforcement concerning the exterior of buildings and the need to enforce the rules. Hartley asked what the designated percentage was required for the blighted area. O'Brien stated that 25% must be blighted. Hartley stated the Town would need to deal with code enforcement or remediation under the blight ordinance if the Town didn't have the owner's permission. He preferred the owner's cooperation.

Meredith discussed the In-Kind match and cost to the Town to improve the blight. He stated that Town employees may be able to perform some of the work with assistance from County employees and use their equipment. This work would count towards the Town match. The Town could either have its own employees do the work or pay a contractor. The Town will be required to match \$177,000 in-kind. O'Brien plans to contact DHCD and see what is acceptable as blight remediation. He stated that once we get four owners to agree to participate, we will meet that requirement of the grant and then figure the outdoor event space and parking portion of the grant. He explained the Façade Design guidelines and how it would be prioritized based on blight in awarding the money. The Town will need to set detailed guidelines about what will be the owners' responsibility. Meredith stated that he has concerns that some of the properties that may be identified as blighted will have owners unwilling to participate. He feels the Town can find four owners willing to participate on Wenonah Avenue, but is concerned about the potential cost to the Town for improving blighted properties of owners unwilling to participate in the grant.

O'Brien stated that blight elimination is the focus of the grant program. The goal is to encourage businesses to participate and to assist them with improvements to their business facades in the downtown shopping area. The next concern is focusing on parking and accessibility in the planning phase. He stated that there were three important items to address which include: design guidelines; façade guidelines for owners during the forgivable loan timeframe; and signage guideline. He stated that the owners participating in the grant can

count any improvements to their property dating back to July 1, 2017 towards their match. Clark asked if the Town would be required to enforce the code for 5 years. O'Brien stated that Andrea Jones suggested a way to encourage participation. The main goal is to help the property owner keep up the property for 5 years so their loan will be forgivable. Mayor Dickerson and Council thanked O'Brien for his update on the status of the grant.

Eaton made a motion to approve the Town Council Regular meeting minutes for April 9, 2019 as written. Clark seconded the motion. Voting yes: Mayor Dickerson; Council Members Eaton, Clark, Harrell, Journell, Ballard and Williams. The motion carried by a vote of 7 to 0.

Mayor Dickerson opened the Public Hearing on a Conditional Use Application submitted by Dr. Pippa Chapman. Meredith stated that the applicant desires to operate a Bed and Breakfast from the main residence on their property. The property is located at 200 Douglas Lane (Tax Map 40D-7-2) and zoned Agricultural/Residential District (AR1). Meredith stated that this is a conditional use in the AR1 district. Dr. Pippa Chapman addressed Council and stated that this is her third season that she has been in business running the hostel and catering to through hikers. Eaton asked Chapman to brief Council on her clean-up plan. Chapman answered that she plans to annually pick out an area behind Food Lion Shopping Center to cleanup and expand the area identified for cleanup out each year. She stated that the hikers are interested in helping with the cleanup along the New River. Mayor Dickerson closed the Public Hearing.

Clark made a motion that Council approve the recommendation from Planning Commission to approve the Conditional Use Permit for Dr. Pippa Chapman to operate a Bed and Breakfast at 200 Douglas Lane. Ballard asked Meredith if he had received any opposition on the request. Meredith answered he had received no comments from the public. Harrell seconded the motion. Voting yes: Mayor Dickerson; Council Members Eaton, Clark, Harrell, Journell, Ballard and Williams. The motion carried by a vote of 7 to 0.

Mayor Dickerson open a Public Hearing on Budget Amendment for Fiscal Year Budget ending June 30, 2019. Meredith updated Council on the need for the amendment. He explained that the it appropriated funds for the replacement of firefighter turnout gear and equipment in the amount of \$50,000. It also accounts for \$25,000 in additional revenue from

the Giles County Fire Assistance Grant to help pay for the turnout gear. The amendment appropriates \$36,642 in additional funds for the purchase of a new Ford Police Interceptor Vehicle. Meredith explained that Ford no longer makes this vehicle and that the vendor will not hold a vehicle for the Town until after July 1. The purchase of this vehicle will replace the anticipated purchase of a vehicle in the FY2020 budget. Hearing no comments on the proposed Budget Amendment Mayor Dickerson closed the Public Hearing.

Williams made a motion that Council approved Budget Amendment FY2019-03. Ballard seconded the motion. Voting yes: Mayor Dickerson; Council Members Eaton, Clark, Harrell, Journell, Ballard and Williams. The motion carried by a vote of 7 to 0.

BUDGET AMENDMENT FY 2019-03

EXPENDITURES		Current Budget	New Amount	Difference
10.5000.1601	Turnout Gear	\$ 0.00	\$ 50,000.00	\$ 50,000.00
10.5000.1501	Police Vehicle	\$ 36,642.00	\$ 72,505.00	\$ 35,863.00

Total \$ 85,863.00
%Change 1.96%

REVENUE		#	\$	Total	\$
10.0380.8500	COUNTY ASSISTANCE-FIRE		\$ 15,000.00	\$ 40,000.00	\$ 25,000.00

Total \$ 25,000.00

	Revenue	Expenditures	Difference
Current	\$ 4,372,882.00	\$ 4,374,947.00	\$ (2,065.00)
Amended	\$ 25,000.00	\$ 85,863.00	\$ (60,863.00)
Total	\$ 4,397,882.00	\$ 4,460,810.00	\$ (62,928.00)

For Council Action on May 14, 2019

Journell reported on the Public Safety Committee Meeting. The Fire Chief is in the process of evaluating a recruit and informed the Committee that the skid has been purchased for the department.

Ballard reported on the Property and Recreation Committee. Harrell made a motion that Council approve the Building and Recreation Reports. Clark seconded the motion. Voting yes: Mayor Dickerson; Council Members Eaton, Clark, Harrell, Journell, Ballard and Williams. The motion carried by a vote of 7 to 0.

Ballard stated the Committee discussed placement of a practice field at Bluff City beside the Sewer Treatment Plant. Ballard stated that it is a huge problem not having enough space for baseball practice. He stated that frequently there are two teams that can't practice due to limited space. The coaches have asked if Council would explore the idea of using the Bluff City space. Ballard stated that he and staff went and looked at the area and felt it needed to be mowed down tighter. He felt that some minimal grading work might be needed, and practice fields lined. They would be fine to use in the immediate future with no backstop or fencing. He stated that teams just need some space to practice. Eaton asked how much land could be graded without it being a problem. Wilson answered that it is permitted to disturb up to an acre before DEQ would need to be contacted. He stated that staff could do a backstop area and bases. He didn't see any issue with mowing the field. Clark asked if lights, bathrooms and bleachers were needed. Ballard stated that all that is wanted is some useable space on which to practice at a minimal cost. Journell suggested renting a port-a-jon. Meredith suggested that the Town start small by mowing the field; then, add more features based on needs identified through use. Eaton mentioned using Whitt-Riverbend Park (WRP). Wilson asked if there were any covenants on WRP Agreement. Hartley didn't believe there were any restrictions except that it be used for recreation. Ballard felt Recreation Director Collins would welcome any additional space. Council agreed to have staff mow the field and prepare it for town sports.

Eaton reported on the Finance Committee. She stated that the Committee advised Clerk Harless to register for the VRS training session in June.

The Committee recommends that Council approve a refund to Amish Décor LLC for the Business License Fee in the amount of \$274.49. Voting yes: Mayor Dickerson; Council

Members Eaton, Clark, Harrell, Journell, Ballard and Williams. The recommendation carried by a vote of 7 to 0.

The Committee recommends that Council approve the Transfers in Appropriations FY2019-02. Voting yes: Mayor Dickerson; Council Members Eaton, Clark, Harrell, Journell, Ballard and Williams. The recommendation carried by a vote of 7 to 0.

BUDGET TRANSFERS IN APPROPRIATIONS FY 2018-2019-02

EXPENDITURES

Transfer in Appropriations	From	To	Current Budget	New Amount	Difference
	21.2000.8900	22.2100.8112	12,100.00	2,100.00	-10,000.00
			51,096.00	29,096.00	-22,000.00
	21.2000.9300		382,526.00	414,526.00	32,000.00

Revenue	Expenditures	Total %Change	Difference
\$ 4,372,882.00	\$ 4,374,947.00		\$ (2,065.00)
\$ -	\$ -		\$ -
\$ 4,372,882.00	\$ 4,374,947.00		\$ (2,065.00)

For Council Action on May 14, 2019

The Committee recommends that Council approve of an amendment to the rent agreement with Josh Hollie to include another month at no charge. Voting yes: Mayor Dickerson; Council Members Eaton, Clark, Harrell, Journell, Ballard and Williams. The recommendation carried by a vote of 7 to 0.

The Committee recommends that Council approve the purchase of Morning Pride turnout gear for the Fire Department in an amount not exceed \$50,000. Voting yes: Mayor Dickerson; Council Members Eaton, Clark, Harrell, Journell, Ballard and Williams. The recommendation carried by a vote of 7 to 0. Meredith stated the turnout gear would outfit the fire fighters running most of the calls.

Williams reported on the Public Works Committee. He stated that the Water Department has begun replacing all service lines along Mountain Lake Avenue ahead of the paving overlay of the street. Eaton made a motion to approve the Water Report for March. Ballard seconded the motion. Voting yes: Mayor Dickerson; Council Members Eaton, Clark, Harrell, Journell, Ballard and Williams. The motion carried by a vote of 7 to 0.

Clark reported on the Pearisburg Community Market. The Town has received positive feedback on their market Facebook page. She congratulated Hope Harrell and Mandy Sadler for their hard work. The first Thursday night market was a wonderful event for the Town. Mayor Dickerson stated a new record had been set for the number of vendors. Clark stated that Treasurer Harrell is a very experienced event planner and she was able to treat the vendors well. She stated this is what brings vendors back to the market. She informed Council that the vendors were not charged this year. She stated that June 1st is the next scheduled market. Eaton stated that each year gets better, and we learn from each season.

Clark reported on the Library Advisory Board. She informed Council that the AC unit is not working. She asked staff for an update on the system. Wilson has some preliminary numbers for repair and is waiting on figures for a new chiller. He stated that staff is waiting to get a quote on a different unit for the library from a business. Clark asked how long they will have to wait. Meredith stated that once we have the information, we will contact Council about plans to move forward on repairs. Wilson stated it would take 5 days to get the parts and 4 to get it up in going. Wilson stated the current system was five years beyond its life.

Clark stated that she had recommended Joseph Yost be appointed as an Advisory Member next month. She reported that Librarian Long informed the Board that the Garden Tour plans did not work out and that she decided to replace it with a raffle.

Meredith reported that the PSA is working on their upcoming budget.

Council tabled any decision on the DHCD & CDBG Grant Business Plan and Grievance Procedure until the June meeting.

Williams made a motion that Council approve the Assembly Permit for the Bible Bus annual Walk for Jesus. Ballard seconded the motion. Voting yes: Mayor Dickerson; Council Members Eaton, Clark, Harrell, Journell, Ballard and Williams. The motion carried by a vote of 7 to 0.

Ballard made a motion that Council approve the Assembly Permit submitted by Nick Clark on behalf of Clarity Eye Care for the upcoming 5K Run. Williams seconded the motion. Voting yes: Mayor Dickerson; Council Members Eaton, Clark, Harrell, Journell, Ballard and Williams. The motion carried by a vote of 7 to 0.

Meredith updated Council on the upcoming proposed paving project in the current budget year. The quote was divided into two sections. The first section starts at the intersection of Main Street and Mountain Lake Avenue traffic light and pave until Hale Street. The second section would pave from the traffic light to Montgomery Street. His recommendation is to complete the project by including paving from the traffic light on Mountain Lake to Montgomery Street. The only proposal received by staff is from AAA paving and Sealing Inc. The County uses AAA Paving and Sealing Inc and they are very pleased with them. He stated that AAA Paving was currently paving Route 100 and completed a paving project for the Town three years ago. Journell had some concerns about the condition of the street in the area from the traffic light up the hill to Montgomery. Wilson stated that the pavers will scratch it, place a scratch coat on it, and put an overlay on it. He stated the paving should be completed by June 30. Meredith stated that the Water Department is working on finishing up all the water service line replacements before paving begins.

Eaton made a motion that Council approve contracting with AAA Paving and Sealing Inc for Section A - \$109,384 & Section B - \$17,176. Clark seconded the motion. Voting yes: Mayor

Dickerson; Council Members Eaton, Clark, Harrell, Journell, Ballard and Williams. The motion carried by a vote of 7 to 0.

Meredith updated Council on a request form Mickey Chavla with Holiday Motor Lodge to extend the deadline for completion of the Business Incentive Grant work on his property to July 25, 2019. Clark made a motion that Council grant the extension to Chavla on the Business Incentive Grant to be completed by July 25, 2019. Journell seconded the motion. Voting yes: Mayor Dickerson; Council Members Eaton, Clark, Harrell, Journell, Ballard and Williams. The motion carried by a vote of 7 to 0.

Wilson briefed Council on the need to adopt an ordinance on the Building Code. He stated that the State adopted the 2015 Edition of the Building Code in September 2018. Localities are not required to enforce the new code until September 2019. Wilson stated he has received his new 2015 books and is ready to enforce under the new Building Code for 2015.

Journell made a motion that Council adopt Ordinance 19-01 Building Code. Clark seconded the motion. Voting yes: Mayor Dickerson; Council Members Eaton, Clark, Harrell, Journell, Ballard and Williams. The motion carried by a vote of 7 to 0.

Meredith briefed Council on Budget Committee proposal to increase the Meals Tax rate from 4% to 5% projecting \$20,000 in revenue. Ballard inquired about rates in surrounding areas. Meredith stated that Covington was the highest in the area at 8%. He stated this increase would need to be advertised with the upcoming FY2020 Budget Public Hearing.

Ballard made a motion that Council authorize the Town Manager to advertise to increase the Meals Tax rate from 4% to 5% in the upcoming Public Hearing for Budget FY2020. Williams seconded the motion. Voting yes: Mayor Dickerson; Council Members Eaton, Clark, Harrell, Journell, Ballard and Williams. The motion carried by a vote of 7 to 0.

On a motion by Eaton, seconded by Ballard, passed by the following recorded vote, Council Members, Dickerson, yes, Williams, yes; Eaton, yes; Ballard, yes; Journell, yes; Clark, yes; and Harrell, ; Council went into Executive Session as permitted by Virginia Code§ 2.2-3711(A) (1), for discussion, consideration or interviews of candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town of Pearisburg; as

permitted by Virginia Code § 2.2-3711(A) (7), for consultation with legal counsel, and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in an open meeting would adversely affect the negotiating or litigating posture of the Town; and consultation with legal counsel employed or retained by the Town regarding specific legal matters requiring the provision of legal advice by such counsel; and as permitted by Virginia Code § 2.2-3711 (A) (29), for discussion of the award of a 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, yes; 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, yes; 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:

ATTEST:



Robert L. Dickerson, Mayor



Regina H. Harless, Town Clerk