



GATE CITY TOWN COUNCIL MINUTES
OCTOBER 14, 2014
156 E. JACKSON ST.
6:30 PM

I. COUNCIL MEETING CALLED TO ORDER AT 6:36 P.M. BY: Mayor - Frances Perry

II. ROLL CALL – Town Clerk - Kathy Riley

PRESENT: Mayor, Frances Perry
Vice Mayor, Allan “Cotton” Roberts
Council Member, Roger Cassell
Council Member, Robin Richards
Council Member, Wallace W. Ross, Jr.
Council Member, Walter Salyers
Town Manager, Greg Jones
Town Attorney, Michele Brooks

Others present: Debra and Larry Lane

III. INVOCATION – Vice Mayor, A. Roberts

IV. PLEDGE OF ALLEGIANCE – Acting Police Chief, S. Fink

V. APPROVAL OF AGENDA

Motion made to approve the agenda.

Motion by: Vice Mayor, A. Roberts 2nd by: Council Member, R. Cassell

VOTE: Yeas, 5
Nays, 0
Absent, 0
Abstain, 0

VI. PROCLAMATIONS, CONGRATULATORY RESOLUTIONS, AWARDS, APPOINTMENTS, RESIGNATIONS AND CONFIRMATIONS, ADMINISTRATION OF OATHS AND INTRODUCTION OF GUESTS. - None

VII. APPROVAL OF MINUTES

- **Council Meeting of September 9, 2014 as presented?**

Motion made to accept the minutes for the September 9, 2014 meeting.

Motion by: Vice Mayor, A. Roberts 2nd by: Council Member, R. Richards

VOTE: Yeas, 5
Nays, 0
Absent, 0
Abstain, 0

• **Council Workshop Meeting of September 30, 2014 as presented?**

Motion made to accept the minutes.

Motion by: Council Member, R. Cassell 2nd by: Vice Mayor, A. Roberts

VOTE: Yeas, 5
Nays, 0
Absent, 0
Abstain, 0

VIII. APPROVAL OF PAYMENTS

Motion made for approval for payment of bills for September, 2014.

Motion by: Council Member, R. Richards 2nd by: Vice Mayor, A. Roberts

VOTE: Yeas, 5
Nays, 0
Absent, 0
Abstain, 0

IX. PUBLIC COMMENT – There were no public comments.

Mayor Perry closed the public comment session at 6:40 P.M. and opened the consent agenda session.

X. COMMUNICATIONS - None

XI. REPORTS

A. Engineer's Status Report – Council Member, R. Cassell, questioned about the high speed pumps we had to rebid. Town Manager, G. Jones, stated it has not been rebid yet and the contractor that is there now was given an option to put a bid in for it, but his bid was too high.

B. Treasurer's Report - None

C. Codification Committee/Property Maintenance – Council discussed current status of properties proceeding through courts, amending the current ordinance to address property owners that are repeat offenders, have the Codification Committee with assistance of Property Maintenance Official and Robert Mullins to work on the ordinance to enhance and strengthen it and present the amended ordinance to Council to vote to advertise for a Public Hearing.

D. Police Department Report – Council Member, R. Richards, asked Acting Police Chief, Scott Fink his opinion if the staffing was adequate to cover when an officer requested time off. Acting Police Chief, Scott Fink, explained the current staffing of full-time and part-time officers. He

explained the part-time offers work for other agencies, their commitment is with their full-time job, and he has to work around their schedule with the possibility of no coverage if a part-time officer is unavailable to come in to cover for an absence. He stated, in his opinion, the need to hire at least one more full-time officer.

E. Council Reports – Vice Mayor, A. Roberts discussed dog feces on sidewalks, ordinance violation with Chris’ Dept. store of running a gas generator for his business, he addressed individual topics of information he received during his attendance at the VML conference. Council Member, W. W. Ross, Jr., discussed individual topics of information he received during his attendance at the VML conference, establishment of town borders, need to advertise in the Kingsport Times News, EDA website and complimented the VML host night. Council Members, W. Salyers and R. Richards, had no comments under Council Reports. Council Member, R. Cassell, discussed information he received during his attendance at the VML conference, benefits of using Municode, what Municode is and its cost, former water tank maintenance contract and request for a quote for water tank maintenance, Virginia Housing Development Authority’s program regarding living areas above businesses with possible financing, E-tickets, storm water mitigation, current condition of the Virginia budget and suggests town attendance to the Wytheville Conference.

F. Economic Development Committee – Vice Mayor, A. Roberts, discussed McDonald’s breaking ground, Dougherty Brother’s is gone and Marcum Pharmacy expressed interest in the Dougherty Brother property.

G. Historical Committee – Council Member, R. Richards, discussed no records left regarding the Estill Cemetery, Mr. Barker hired an attorney to make deeds, money that has been set aside to maintain the cemetery and their interest in giving it to the town. Mr. Barker will come to a meeting, along with members from the ad-hoc committee with information they have. Council Member, W. W. Ross, Jr., discussed the membership of the committee for the cemetery.

H. Manager – Town Manager, G. Jones, went over his report as presented in Council Packet.

I. Park Committee – Did not meet.

J. Planning Commission – Meeting was rescheduled, did not meet.

K. Public Works - None

L. Sanitation Authority – Meeting was cancelled, did not meet.

M. Street Commission – Council Member, W.W. Ross, Jr., stated he forgot his list of streets that need to be repaired, but stated they were Back, Library, and Eva Streets. Council Member, R. Cassell, stated Eva Street is a priority, then the other three of Back, Library and Michael Streets. Town Manager, G. Jones, confirmed for Eva Street to be done. Mayor Perry suggested they prioritize the list of streets and take care of them going down the list until until we run out of funds.

N. Safety Committee – Council Member, W. W. Ross, Jr., discussed having a safety plan for notification of emergencies with software costs of \$1,200. Mayor Perry stated this was discussed when Tutti Jennings, 911 Director, came to our Council meeting.

O. Water Plant – Vice Mayor, A. Roberts, mentioned Loretta Cruby’s letter and asked where the town was at in hiring a Water Operator. Town Manager, G. Jones, stated at Water Operator Trainee had been hired, is currently in training and should be able to stand alone on his own shortly. Vice Mayor, A. Roberts, mentioned a leak on Antique Street that had been repaired, but water is still seeping through. Town Manager, G. Jones, stated he would look into it.

P. Events Committee – Vice Mayor, A. Roberts, discussed Trunk or Treat event and nine people present at the last meeting. Provided information regarding the Trunk or Treat of four churches and the food pantry want to be involved in it. Mayor Perry questioned if we were funding anything for this. Vice Mayor, A. Roberts, didn’t think so, other than closing off the street. Council Member, R. Richards, asked if we give money to the Fire Department for the Christmas Parade. Town Manager, G. Jones, stated that yes \$500.00 is given for the Christmas Parade. Vice Mayor, A. Roberts, stated they were going to ask merchants to stay open, maybe give out candy and decorate their door. Council Member, R. Richards, suggested placing a box in front office for people in the community to bring candy. Mayor Perry stated if the town is sponsoring it, we need to show up for it.

Mayor Perry requested a motion be made to place an item under New Business of Grillin’ at the Gate.

Motion made to add Grillin’ at the Gate discussion under new business for tonight’s agenda.

Motion by: Council Member, R. Richards 2nd by: Council Member, R. Cassell

VOTE: Yeas,	5
Nays,	0
Absent,	0
Abstain,	0

XII. UNFINISHED BUSINESS

- **Request from 911 to place a speed bump on Hemlock Drive.** – Town Manager, G. Jones, addressed the three day report in Council packet stating it does not look like there is a speeding problem and it does not warrant placing a speed bump on the road.

This item died due to lack of a motion.

VDOT request for railroad crossing upgrade on Horton Street. -Town Manager, G. Jones, stated this item was tabled from last meeting for additional information from VDOT. He sent out a request to VDOT for a detailed maintenance list and cost, but has not received a response back from them. Vice Mayor, A. Roberts, would like to counter with a \$1,000 per year. He felt \$2,000 a year for maintenance was on the high side.

Motion made to approach VDOT concerning the amount they want and to make offer of \$1,000, annually, towards the maintenance of the new railroad crossing

Motion by: Vice Mayor, A. Roberts 2nd by: Council Member, W. Salyers

VOTE: Yeas,	4
Nays,	1-Council Member, R. Richards
Absent,	0
Abstain,	0

This item to be carried over to the November Council Meeting to see if VDOT has accepted the offer.

- **Street repairs.** – Council discussed this under the Street Report.
- **Proposed recognized holidays to be effective January 1, 2015.** – Council Member, W.W. Ross, Jr., discussed the inclusive of the Martin Luther King holiday as an observed holiday.
Motion made to add the Martin Luther King holiday to the holidays.
Motion by: Council Member, W.W. Ross, Jr. 2nd by:
Motion died due to lack of a 2nd.

Motion made to accept the holidays as presented.

Motion by: Council Member, R. Cassell 2nd by: Council Member, R. Richards

VOTE: Yeas,	4
Nays,	1-Council Member, W.W. Ross, Jr.
Abstain,	0
Absent,	0

- **Proposed PTO accrual to be effective January 1, 2015.** – Council determined short-term disability for town employees kicks in on day eight. Council discussed the maximum hours of PTO hours to be carried over at the end of each fiscal year is 56 hours. Town Attorney, M. Brooks, suggested this be placed in a written policy and there is still time to adopt it before the beginning of the year. It would eliminate confusion. This item was tabled to the November Council Meeting to vote on an amendment being made to the PTO policy section in the Personnel Policy.

XIII. NEW BUSINESS

- **Joint Public Hearing - Comprehensive Plan** – Town Manager, G. Jones, informed Council it will be a Joint Public Hearing for the Planning Commission and the Town Council to be held at the same time.

Motion made to set the Public Hearing for Wednesday, November 12, 2014, at 6:30 p.m.

Motion by: Council Member, R. Cassell 2nd by: Vice Mayor, A. Roberts

VOTE: Yeas,	5
Nays,	0
Absent,	0
Abstain,	0

- **Cancel or reschedule November Council Meeting due to it falling on Veteran's Day Holiday of November 11, 2014**

Motion made to reschedule the November Council Meeting until Wednesday, November 12, 2014 at 6:30 p.m. following the Public Hearing.

Motion by: Council Member, R. Cassell 2nd by: Council Member, R. Richards

VOTE: Yeas,	5
Nays,	0
Absent,	0
Abstain,	0

- **Bank Franchise Tax Refund for Tax Years 2010-2012** – Town Manager, G. Jones, explained the large bank in town that had amended their tax return which requires a refund and provides the three different options to pay the refund back. He recommends the town to pay it now and forgo the interest and states Chris informed him the town has the money in reserves. Council Member, R. Richards, wanted it to be known, this money being paid is at no fault of the town. It is due to the bank filing an amendment to their taxes for missed deductions they could have claimed.

Motion made to pay portion in full by December 31, 2014 with no interest using the money that we have in reserve.

Motion by: Vice Mayor, A. Roberts 2nd by: Council Member, R. Richards

VOTE: Yeas, 5
 Nays, 0
 Absent, 0
 Abstain, 0

- **Planning Commission recommendation regarding closing Campbell Street-** Town Manager, G. Jones, explained the need to have a Public Hearing on this before Council decides.

Motion made to advertise for a Public Hearing on the closing of Campbell Street on November 12, 2014 between Highland Street and Benton Drive.

Motion by: Vice Mayor, A. Roberts 2nd by: Council Member, R. Cassell

VOTE: Yeas, 5
 Nays, 0
 Absent, 0
 Abstain, 0

- **Selection of Grand Marshall for Gate City Christmas Parade on December 6, 2014 that starts at 7:00 p.m.** – After several names were nominated for consideration as Grand Marshall, a paper vote was performed from the nominations, and the vote tally determined to have Honorable Judge Ford Quillen to be Grand Marshall. Town Manager, G. Jones, will inform the Fire Department of Council’s vote and decision to recommend Honorable Judge Ford Quillen.

- **Police Chief Apointment**

We the Personnel Committee would make a motion that Scott Fink be hired as our new Police Chief.

Motion by: Council Member, R. Richards 2nd by: Vice Mayor, A. Roberts

VOTE: Yeas, 5
 Nays, 0
 Absent, 0
 Abstain, 0

Newly appointed Gate City Police Chief, Scott Fink, thanked members of Town Council stating if they don’t give up on him, he won’t give up on the town and will give 110%.

- **Trick or Treat date and time for new event “King Alleyween”** – Decision to hold this event on October 30, 2014 from 6:00 p.m. to 8:00 p.m. with shutting down portion of Jackson Street. Four local churches and the Food Pantry have expressed interest in getting involved. Discussion regarding advertising for the event. Mayor Perry stated items such as these type of events need to come under the Events Committee. Vice Mayor, A. Roberts, stated there were nine people at the meeting. Council Member, R. Cassell, asked if the events committee had the nine people or was that the combined. Vice Mayor, A. Roberts, stated it was the combined but Ms. Wagers, Ms. Marcum and Jim Addington was there for Economic Development.

- **Town Hall improvements** – Town Manager, G. Jones, discussed the four out of five A/C units recently installed and the fifth unit was not needed, little bit of money left over and suggested the placement of solar treatment on the office windows to assist with the heating.

Motion made to let the Town Manager use the proceeds from the heat pump money to do the energy efficiency project on the front windows at Town Hall.

Motion by: Vice Mayor, A. Roberts 2nd by: Council Member, R. Cassell

VOTE: Yeas,	5
Nays,	0
Absent,	0
Abstain,	0

- Grillin’ at the Gate – Mayor Perry asked Council to set dates to be held annually to eliminate questions of when we will be having it because the vendors need to know from year to year. If we don’t have that we won’t run into what we had this past year. If someone agrees, I would like to have a motion to set our date for Grillin’ at the Gate annually to be set for the second weekend of September. Town Manager, G. Jones, stated second Saturday of September, going back to one day.

Motion made to establish the second Saturday of September to be for the Grillin’ at the Gate event.

Motion by: Vice Mayor, A. Roberts 2nd by: Council Member, R. Cassell

VOTE: Yeas,	5
Nays,	0
Absent,	0
Abstain,	0

IV. PUBLIC COMMENT – NEW BUSINESS - None

Mayor Perry closed the public comment session for new business at 8:40 P.M. and opened the consent agenda session.

XV. CLOSED SESSION

Motion made for Council to enter into closed session to discuss personnel and legal issues.

Motion by: Vice Mayor, A. Roberts 2nd by: Council Member, R. Cassell

VOTE: Yeas,	5
Nays,	0
Absent,	0
Abstain,	0

Mayor Perry opened the closed session at 8:40 P.M.

XVI. RETURN FROM CLOSED SESSION

Council returned from closed session at 8:58 P.M.

Motion made for Council to return from closed session.

Motion by: Vice Mayor, A. Roberts 2nd by: Council Member, W. Salyers

VOTE:	Yeas,	5
	Nays,	0
	Absent,	0
	Abstain,	0

CERTIFICATION OF CLOSED MEETING – Read by: Mayor Perry

WHEREAS, the Gate City Town 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 2.2-7312 of the Code of Virginia requires a certification by the Town Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED, that the Gate City Town Council hereby certifies that to the best of each member’s knowledge, (1) only public business matters lawfully exempted from open meeting requirement by Virginia law were discussed in closed meeting to which this certification applies and (2) only such business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Gate City Town Council.

VOTE:	Yeas,	6
	Nays,	0
	Absent,	0
	Abstain,	0

XVII. MOTIONS FROM CLOSED SESSION: No motions from closed session.

XVIII. ADJOURN

Motion made to adjourn.

Motion by: Vice Mayor, A. Roberts 2nd by: Council Member, R. Richards

VOTE:	Yeas,	5
	Nays,	0
	Absent,	0
	Abstain,	0

*Mayor Perry adjourned the meeting at 9:00 P.M., until the next regularly scheduled Council Meeting on November 12, 2014, at 6:30 p.m.

Frances Perry – Mayor

Kathy Riley – Town Clerk