

Town Council Meeting

August 10, 2021

The Town Council of Victoria, Virginia met on August 10, 2021 in the Town Municipal building with the Honorable Allen D. Smith, Mayor, presiding: Councilmember's in attendance were Ronald Mattox, Johnnie Brame, James G. Elam, Jr., Christopher Garrett, Sandra Jones and Chris Gill. Also attending were Town Manager Rodney Newton, Town Treasurer, Diane Harding, Clerk Vickie McDaniel, Police Chief H. Keith Phillips and Assistant Fire Chief Chris Garrett.

Motion was made by Councilmember Mattox and seconded by Councilmember Brame to go in to a Public Hearing on approval of budget amendment FY21/22 for first installment of the American Rescue Plan Act funds. Motion carried.

Mr. Newton advised the town has received \$843,501.00 which is the first plan of the American Rescue Plan Act funds. There will be a second payment approximately around May 2022. Mr. Newton advised we are creating two new budget lines because we will have to track these funds separate. The new revenue fund will be the American Relief Fund for \$843,501.00 and then an expense line item for Miscellaneous/Supplies for \$843,501.00. Mr. Newton stated these budget amendments do not represent any increase in customer utility bills.

No comments were made.

Motion was made by Councilmember Mattox and seconded by Councilmember Brame to come out of the Public Hearing. Motion carried.

Mayor Smith called the meeting of the Town Council to order.

The invocation was given by Councilmember Elam followed by the Pledge of Allegiance to the American Flag.

Mayor Smith asked if there were any additions to the meeting. Mr. Newton asked to speak about adoption plans for three damn permits. Mayor Smith added Mr. Newton as item 11 (i). Councilmember Jones also requested to be added regarding the Street Light Ordinance. Mayor Smith added Councilmember Jones as item (j). Mayor Smith also added item 11 (k) to address customer comment.

Mayor Smith asked if there were any Conflicts of Interest on matters being discussed on the agenda. No comments.

Motion was made by Councilmember Brame and seconded by Councilmember Jones to accept the July 2021 regular meeting minutes as presented. Motion carried.

Motion was made by Councilmember Brame and seconded by Councilmember Mattox to accept the Treasurer's report for July 2021. Motion carried.

Chief H. Keith Phillips gave the Police Report. Chief Phillips stated they had 40 calls, 3 citations and 2 arrests. Councilmember Gill mentioned a car on Main Street without plates. Chief Phillips advised they will take care of it. Motion was made by Councilmember Jones and seconded by Councilmember Brame to accept the Police Report as presented. Motion carried.

Assistant Fire Chief Chris Garrett gave the Fire/Rescue Department Report. He stated they had an increase in calls for the month with 130 calls. Station 2 in Victoria had 83 calls while Station 7 in Kenbridge had 47 calls. There were no questions regarding the Financial Report. Motion was made by Councilmember Brame and seconded by Councilmember Gill to approve the Fire Department report as presented. Motion carried.

Informational Items:

- a) Motion was made by Councilmember Elam and seconded by Councilmember Mattox to approve the budget amendment for FY21/22 for the American Rescue Plan Act funds. Motion carried.
- b) Mr. Newton provided council an investment appropriation of \$30,000.00. Mr. Newton advised we currently have two equipment loans at Benchmark Community Bank. Loan#1 (Skidsteer) has a balance of \$18,224.72 maturing in August 2023. Loan #2 (Dump Truck,

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CAT Tractor, Trailer) has a balance of \$20,050.88 with a maturity date of August 2024. Mr. Newton recommended applying these funds to Loan #2, which has the highest interest rate and the remaining balance be applied to Loan #1. Mr. Newton has discussed with the Finance Committee and they approved this change. Motion was made by Councilmember Elam and seconded by Councilmember Gill to accept Mr. Newton's recommendation presented to council. Motion carried.

- c) Mr. Newton advised at the General Assembly 2021 Special Session 1 bill passed that moved all municipal elections from May to November. Mr. Newton recommended adopting a new ordinance that would lay ground work for this transition to take place and also submit for a Victoria Charter change which will have to go through the General Assembly. Mr. Newton provided council the Town of Victoria Charter and ordinance proposals of what the changes would be.

Motion was made by Councilmember Mattox and seconded by Councilmember Brame to submit the Victoria Charter change to Delegate Wright. Motion carried.

Motion was made by Councilmember Mattox and seconded by Councilmember Brame for a Public Hearing at next months meeting for the proposed ordinance change. Motion carried.

- d) Sue Behler, Secretary/Event Coordinator, discussed the upcoming Autumn Days Festival. Marino's Restaurant is donating prizes for games planned for this years event. Mrs. Behler requested volunteers to help with these games and judging of the hay bale decorating contest. Mr. Newton also mentioned recruiting volunteers from the community. Mrs. Behler currently has six volunteers and is planning an Autumn Days Committee meeting in the coming weeks.

- e) Mr. Newton discussed the possibility of losing another police officer for the Town of Victoria primarily due to salary. Mr. Newton provided council a recommendation. Mr. Newton also met with the police department and discussed the current situation. A new three week rotating schedule has been developed to provide law enforcement coverage with 10 hour shifts. The day shift covers from 5:00am until 3:00pm and night shift covering from 2:00pm until midnight. Mr. Newton stated the time between midnight and 5:00am will be covered by on-call officers, as it has been in the past. Mr. Newton feels this is our last chance to keep a police department in the Town of Victoria. If we can't staff a police department, this will fall to the county law enforcement. Mr. Newton has met with both the Public Safety Committee and the Personnel Committee and also discussed with the Finance Committee.

Motion was made by Councilmember Mattox and seconded by Councilmember Brame to accept Town Manager Newton's proposal for the Victoria Police Department. Motion carried. Chief Phillips asked when this will go into effect. Mr. Newton and Treasurer, Diane Harding, advised August 25th payroll. Mr. Newton stated the new schedule has already started.

- f) Mr. Newton provided council with a revised draft of the proposed Golf Cart Ordinance that he has been working on with both Councilmember Gill and Councilmember Garrett. This was discussed at July's meeting and a few changes were made. The use of utility vehicles has been removed with the exception of governmental and emergency services personnel. He also advised inspection for the golf carts was removed as the town should not assume the liability of inspecting golf carts. Every golf cart will require insurance and be registered with the Town of Victoria. Mr. Newton advised the penalty would be a Class IV misdemeanor of any violations of the ordinance. Also, different streets will be prohibited from use of golf carts and it was felt we would be better served to add the statement that allows both the Police Chief and Town Manager the authority to prohibit use of golf carts on any street or highway that presents a safety hazard.

Motion was made by Councilmember Brame and seconded by Councilmember Gill to have a Public Hearing at the September council meeting to adopt the Golf Cart

Ordinance. Motion carried. Mr. Newton advised perhaps adopting a policy at next months meeting for the registration fee.

- g) Mr. Newton and Kenbridge Town Manager, Tony Matthews met with Taylor Newton, Lunenburg County Director of Planning and Economic Development on the county's proposed Solar Ordinance and the possibility of including a buffer zone around the two towns. Mr. Newton explained the ordinance contained no large-scale energy facility greater than 5 mg within a one mile (linear) radius of the corporate limits. Small and medium-scale (greater than 1 mg but less than 5 mg) facilities will be considered within the one mile (linear) radius with input from the effected town. A proposed ordinance was sent to the Lunenburg Planning Commission for review and recommendations to the Lunenburg County Board of Supervisors for approval. Mr. Newton asked would the town like to have a buffer for the large-scale facilities so they would have input on these solar facilities and how the land being landlocked for 25/30 years will have an effect on the town. Councilmember Elam stated it doesn't prevent someone from putting up a solar facility but gives the town an opportunity for input. Mr. Newton explained it would give the Planning Commission time to review.
- h) American Rescue Plan Act Funds Approval:
- i. Mr. Newton discussed the recent funds received from the American Rescue Plan Act fund to purchase a new refuse truck. Currently, our primary garbage truck is a 2006 rear loader and our back-up garbage truck is a 1991. This project would entail the purchase of a new 2022 Peterbilt 520 New Way Sidewinder XTR 22 cubic yard refuse truck (\$278,672.72), purchase of refuse containers (\$60,000) and retrofitting the current 2006 garbage truck (\$11,193.00). The new containers will be a mix of 64 to 96 gallon rolling containers with attached lids. Mr. Newton advised all refuse customers would be provided the first container. Total cost is \$349,865.72.

Motion was made by Councilmember Gill and seconded by Councilmember Elam to approve the purchase of the new refuse truck, containers and retrofitting the current 2006 refuse truck. Motion carried.

- ii. Mr. Newton also discussed completion of the automated meter reading project with use of the American Rescue Plan funds. This project was started a couple years ago and we have installed approximately 150 meters and have 99 transmitters. Mr. Newton stated to complete this project, we need to purchase the remaining meters and transmitters and have them installed. These would be installed in the winter months by the maintenance department. Total project is \$189,895.00.

Motion was made by Councilmember Gill and seconded by Councilmember Elam to approve the purchase of the remaining automated meters and transmitters. Motion carried.

- i) Mr. Newton discussed the Emergency Action plans for the three Dam Permits. Mr. Newton requested adoption of the three Emergency Action plans. These permits will be good for the next several years. Mr. Newton provided copies of the plans for council to review, if necessary.

Motion was made by Councilmember Brame and seconded by Councilmember Jones to approve and submit the Emergency Action plans. Motion carried.

- j) Councilmember Jones advised the Street Light Committee has not been able to meet to discuss last months policy recommendations. Mayor Allen recommended putting a dollar amount or appropriations in the policy for street lights in town versus two street lights per year. Mr. Newton stated street lights vary in costs and we can budget how many street lights we can do a year to be more flexible. Mayor Allen suggested the Street Committee amend the policy and bring back next month for council approval.
- k) Mayor Smith discussed a citizen concern with a lot of traffic in her neighborhood. Chief Phillips advised he patrols that area and will continue to monitor. The citizens main concern were the children in the neighborhood.

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Town Manager Update:

- a) Mr. Newton advised the paving on W. 7th and Lunenburg Avenue will start tomorrow. Our town crews will be patching on 6th Street and some utility cutting around town. Mr. Newton also advised they have put an influent transducer at the west wastewater facility to start measuring influent coming in. We have cut approximately 80% of our inflow since February 2020. They are going to start monitoring Tidewater Avenue going into W. 7th Street for possible issues and to narrow down a little more soon.
- b) Mr. Newton provided council and Chief Phillips an overview of educational materials for Electric Personal Assistive Mobility Device Users. State law says if there is a sidewalk there, they are to be on the sidewalk and not in the road. Councilmember Elam asked if they were required to have anything on the mobile devices. Mr. Newton stated a reflector on the back if used at night. Chief Phillips advised also a light on the front if used at night.
- c) Mr. Newton provided council a brief synopsis on local authority and legalization of marijuana in Virginia. The Lunenburg County Board of Supervisors has discussed a referendum on retail sale of marijuana.
- d) Mr. Newton and Town Manager Tony Matthews recently purchased a used bucket truck for both towns to share and help with working on lights and other elevated equipment without having to continually rent a piece of equipment. Total cost of the truck was \$7,000.00. The cost for the Town of Victoria was \$3,500.00 which came from budgeted funds.
- e) Mr. Newton discussed the FEMA Public Assistance application. He recently signed off on Category B for expenses that were submitted for all generator operations during the ice storm in February 2021. Those expenses totaled \$11,014.89 and the project has been approved to move forward for possible payment and should receive a minimum of 75% or \$8,261.17. Mr. Newton has also submitted Category A for debris removal in the amount of \$36,444.34 and that's still in process. Once these get approved to the project level, then the time he and Treasurer, Diane Harding have spent working on this, we can submit Category Z, for administrative cost to recoup all the paperwork to do this.
- f) Mr. Newton advised council he has joined the Board of Directors with Centra Southside Community Hospital in Farmville. Mr. Newton will be representing Lunenburg County.
- g) Councilmember Elam stated he has received several complaints about DVM Select in Victoria and having to have an appointment. Mr. Newton advised it's probably getting ready to change in the next 30 days as the bill and the budget amendment passed the General Assembly yesterday that requires all full services to go back to taking walk-ins within 30 to 60 days. Councilmember Elam understands both the town and customer concerns. Councilmember Jones stated she understood the citizens concerns as some are not able to access a computer to make appointments. Mr. Newton mentioned it is a good service that the town provides but over the past 18 months, it has tremendously impacted the jobs they do for the town and the time it has taken.

With no further business to discuss, Mayor Smith adjourned the meeting.

Vickie McDaniel, Clerk

Allen D. Smith, Mayor

Approved September 14, 2021

Rodney Newton, Town Manager