

The Richlands Town Council held a regular monthly meeting in the Richlands Council Chambers on October 13, 2015 at 7:30 pm with the following present:

Mayor:	Jannis White
Town Manager:	Tim Taylor
Town Attorney:	Brad Ratliff
Acting Town Clerk:	Sue Wade
Council Members:	Joe McCracken, Doug Ratliff, Frances Meadows Mary Ann Strong, Rod Cury, and Larry Johnson

Mayor White called the meeting to order.

Mayor White gave the invocation and led the Pledge of Allegiance.

Mayor White asked if there were any additions or deletions to the agenda. Do we have anyone who would want to speak that is not on the agenda? We have some new regulations on three minute time limits for each speaker who would be added to the agenda. Are there anymore additions or deletions to the agenda? If not, do I hear a motion to approve the agenda as presented? Motion made by Rod Cury, seconded by Joe McCracken to approve the agenda as presented. Vote all in favor 6/0. Motion carried.

Mayor White asked if there were there any corrections, additions, or deletions to the minutes.

There were corrections in: Moved #14 2.2-3711 (a) 5 Prospective Business Acquisition-Project Jonah to #8 2.2-3711 (a) 1 Interview of Prospective Candidate for Employment-Clerk. Add 2.2-3711 (a) 7 Litigation. Name correction on David Harris to David Harrison on Page 6. Does anyone else have any corrections, additions, or deletions? If not, do I hear a motion to approve the minutes as amended? Joe McCracken made a motion to approve the minutes, seconded by Rod Cury. Motion passed 6/0.

Scheduled Public Comments:

Ranetta Davis, CVCA, Presented Proclamation on Domestic Violence Awareness.

Mayor White asked Ranetta Davis to come forward to speak about Domestic Violence Awareness.

Ranetta said, I do not consider myself to be a public speaker and I am little nervous about speaking. I have worked for Clinch Valley for 14 years and it is not an easy job to work with these victims. You must have a heart to work with Domestic Violence Abuse. Ranetta read the proclamation on Domestic Violence Awareness (Copy Attached).

Mayor White asked if there was a motion to recognize the month of October as Domestic Violence Awareness Month. Rod Cury made motion to accept; Frances Meadows seconded the motion. Motion passed 6/0

Kevin Dye, 2423 Charles Street was not present for the meeting.

Mary Ann Strong said Bob Nassif will not be able to attend tonight's meeting. He said that he was sorry that he could not make it and to give his sincerest appreciation to the council for the beautiful resolution.

Mayor White wished Bob Nassif and his family well and hoped they would return to visit us from time to time.

Unscheduled Public Comments:

John Young wanted to obtain some property on Kent's Ridge that belongs to the town.

Tim Taylor said that John Young would have to write a letter to the town to speed things up and the town attorney, Brad Ratliff would have to research the matter. Council will start the process when the letter is received and researched completed.

Mayor White asked for motion to go into closed session. Larry Johnson made motion. Frances Meadows Seconded. Motion 6/0

2.2-3711 (A) 1- Consideration or Interview of Prospective Candidate for Employment-Clerk

2.2-3711 (A) 5-Prospective Business Acquisition

2.2-3711 (A) 7-Ligitation

Council returned from closed session. Mayor White asked each Council member to verify the only matter discussed in closed session was the items listed above. Each Council member verified that was the only matter discussed. Motion passed 6/0.

Mayor Jannis White made a motion to return from closed session and to open session again. Joe McCracken made the motion. Rod Cury seconded the motion. Motion passed 6/0.

Francis Meadows gave motion to accept the application of Julie Cordle for position of Town Clerk of Council; seconded by Rod Cury. Introduced Julie Cordle as the new Town Clerk. Motion Passed 6/0

Council Reports:

Rod Cury: Mayor White, thank you. I have submitted several requests and have spoken to the town manager and he and Frank Dorton are looking into some of that and I appreciate that. The other thing we have talked about is having a Planning Commission meeting but before I call this meeting, we have a meeting coming up with Community Planning Partners and confirm if I'm right, on the 29th at 7:00pm. It would be best to wait and see what the Community Planning Partners have for us and that concludes my report for this month.

Joe McCracken:

Mary Ann and I were out visiting streets today. We visited Plantation Drive in Hidden Valley on an issue and took care of that issue as of today. Also, Tim and I viewed Buskill Avenue concerning a little water project. We also visited Valley Drive in Hidden Valley and Purcell Addition on some ditching issues. We have talked about this and we will try to help the folks in these areas.

Frances Meadows:

I do know that Ron had talked to you, Tim Taylor and the Chief about barking dogs. I know there has been a lot of calls about one over in Tackett's Trailer Park and I know the code enforcement officer will probably take care of that.

I have had several people on Charles Street contact me and I was wondering if they were on the list to be paved this year. Tim Taylor said they did not qualify for their road to be paved this year. Frances asked if they were going to be on the list to be paved next year. Tim said they were not on the list to be paved next year either because they had so many roads that were in worse condition than Charles Street. Tim said they were in the process of doing another review and they would look at it.

I was wondering if it was going to be possible before bad weather arrives to get the street department to clear out underneath the bridges. Tim said, actually that's one of the discussions we have already discussed after they get the patching done. Tim said we have already gotten someone working on the Front Street bridge. Frances stated we had a lot of trouble up at Brooklyn last year.

Joe McCracken:

I did discuss with Mr. Taylor about the Virginia Tourism Visitors Guide and hopefully we will be involved in the upcoming meetings for the Virginia Tourism. Someone will be there to represent our town.

Doug Ratliff:

I think the only thing I have is we took care of the gas issues; if we could schedule a meeting just for the electricity part on October 26th. This day would work better for Mary Ann and Tim.

Larry Johnson:

First, I want to apologize for missing last month. I appreciate the kind words that Mary Ann had. I did watch it from home and it definitely gives you a different perspective. Frances asks if he could hear it. Larry said at times I could hear it.

I want to mention the Veteran's Day parade is going to be held on November 7th at 2:00 pm. Any participating groups need to be there around 1:15 for line up. -Lunch will be provided for the veterans and a program will be held immediately after the parade is over. The flags we spoke about a few weeks ago on Veterans Drive are available now for \$50.00 each. Any proceeds go to the human society. If you need to contact anyone about that just let me know.

Mayor White-Larry we have been doing a flag drive for the town and if any other council member would like to donate, several have already donated for the flags, but I'm happy to report that Sue ordered one hundred and twenty-three flags. That's mainly because of Michelle Yates and Becky Rogich for getting out and doing the drive; we appreciate them. I think we have one hundred and seventy some poles and hangers for flags to hang all over town. We had maybe sixty some already but that don't last long due to the weather beating them up. We have to keep replacing them so if anybody wants to make a donation we would certainly appreciate it.

Mary Ann: As Joe already mentioned there have been quite a bit of street committee issues and with working with George and Mr. Taylor the issues have been taken care of.

I also wanted to mention and should have last meeting to thank our Mayor for the nice job she did on the matting and framing of the resolution for the Nassifs. She does this out of the goodness of her heart and does a very professional job. I thanked Brad but I failed to thank you Mayor.

I attended the Chamber of Commerce Board meeting each month as the town's representative and this month they discussed the chamber office building being in much need of painting. This has been taken care of along with a lot of support from Dr. Joe Addair. Also they mentioned much concern about the back of the Chamber building and that had been addressed too. I know the Chamber appreciates that very much.

And lastly, I enjoyed attending the cart performance, Buddy Holly, last week that was sponsored by the Town of Richlands. It was a packed house and good exposure for the town to be recognized.

Department Head Reports:

Mayor White asks if anyone had questions for any of the department heads.

Frances- I am waiting patiently to get Tim's report about the roofing.

Mayor White- I have one thing for you to add to your list, chief, about some property that has a lot of trash and cars. I don't have an exact address but it is on Oak Street. I think it's the old Jim Peak property. I had some complaints on that. We are going to have a festival committee meeting here on Thursday at 7:00 at the Town Hall if anyone would like to attend.

Mayor- Brad do you have anything more? Brad- I don't have anything more. Thank you very much.

Manager's Report:

Tim asks members to look at the monthly check register and monthly bills. Let me go over a couple of the bigger ones.

Check # 52344 American Carpet Care. This bill is for multiple months. They did a great job for us.

Check # 52360 Blue Ridge Power Agency was the dues for half a year and some extra work to our budget.

Check # 52364 for Carolina Meter and Supply Company- this is our allotment of meters that we are under a plan of changing out for the radio read meters to replace some of the meters that are beyond their lifecycle.

Joe McCracken- What is Check# 52375 for Econo Signs? Tim- It is for our street signs

Frances Meadows- I'm sorry but since you mentioned signs. I have a question about the area of Purcell Road. Is there any speed limit signs up through there?

Tim- No, there are no speed limit signs there but the speed limit is 25 mph unless otherwise noted which is fast up there but that's what we have it at.

Mayor White- What is Check# 52399 for Mitchell 1 on the first page?

Tim- Techs work program is a software program that we bought for all departments to share.

Mary Ann- What about Check# 52347 Appalachian Agency for Senior Citizens for \$600.00

Tim- We pay them \$600 a month; \$7,200 a year to operate the buses for transportation.

Rod Cury- Tim what is Check # 52348? What did we buy?

Tim- We didn't buy anything. We actually paid to get the murals cleaned and they have a lift and can get it done quickly; we were so busy that we just had to job it out this time. We had an obligation and it was in the budget to do it this time.

Joe McCracken- Check # 52395 Matthew Bender and Co Inc.

Tim- That is books we buy. Probably state law books but we probably are going to get rid of those because everything is online now.

Tim- Is there any other ones on there that you see that might be questioned?

Mayor White- Rumsey Electric Check # 52409

Tim- This is for meters, electrical supplies and meter bases.

Joe McCracken- I make a motion to pay the bills. Mayor asked for a second motion. Rod-I second the motion to pay the bills.

Mayor White- Do we have any further discussion? All those in favor of motion say yes. Those that oppose say no. Motion carried 6/0

Tim Taylor- Item #2 is VDOT Resolution for Participation in Revenue Sharing Program. The deadline for participation is October 30th and we have to fill out papers online. We normally do our resolution in October but I would like to wait till December to do the resolution. We have gotten some good indications that the paving cost are going to be down even more so we would normally just do a hundred and fifty thousand again thinking that's what we could probably afford. I'm hearing that some of the funding might be diminishing. I'm going to try to maximize that but I don't want to do it just off the cuff so we need a little bit more time to think about that. We would probably go no more than two hundred thousand. If it is ok with council we will go ahead and do the application somewhere between \$150,000 to \$200,000. That will be included in the budget, might not be next year, but could be the following year because it has to be spent within 3 years after that. Then we will do a resolution in November. Is that okay with council to do it that way? That way I can maximize it because we got good pricing this year and in the next couple of years it might even get better. If that's ok that's what we will do.

Tim- Just to let you know that the Community Planning Partner will be here to meet with council and it will be lengthy because they are going to bring everything that they have done up to date which is pretty substantial from what I hear. They will have to have some input from council on that so we need to look at that. This is the part I think Mr. Cury was referring to; it's very important in going forward. There could be some money available for bridge projects outside our six year planned program that we go through now that might be available for this house bill too that we have been talking about but in order to do that, we have to have a current comprehensive plan. If we do not have a current comprehensive plan we will not get any money. It's important that they get the current comprehensive plan finished. We are in the latter stages of that so once we have this meeting with Community Planning

Partners we hope that we can make good use of the commission's time and follow up with that. They have some surveys they have to do and community meetings they have to have prior to coming before council.

Tim- On the original recreation roof plan it turned out that we didn't have enough money even with what the town and county gave. The bids were higher than the money so we regrouped on a different plan. George and Fred have been working on it pretty diligently since we got the high pricing and I think they got a workable solution right now. We already have gotten quotes, have a contract in the works but through investigation found this roof is really a substantial 20 gauge metal roof. Whoever paid for it in the 70's really knew what they were doing because they bought a first class roof. We don't want to take it off and replace it with something that won't be as good so what we are going to do is have contractors take the sky lights out, fix the leaks, caulk all the seams where the metal meets. Also caulk the bolts and coat it with a material on top that will guarantee 14 to 18 years depending on which one we go forward with. This can be done quickly. This stuff has been proven all over the US. We have checked it out and it's been around for about 30 some years. People in Texas and Florida use it a lot because its white and it reflects heat. Basically this will give us a better roof than we would have with a new one. What it doesn't solve is some of the insulation problems inside. George has already worked out a solution for that. We don't have all the details but we think it will work and if you add all of them up together it will come in under budget.

George told Tim that the company doing the work is Foam Works out of Roanoke.

Joe McCracken- That's to do the inside. Correct? Tim- We are actually going to get a price on a contractor to do the inside but if it's over budget George can do it in the winter.

Frances Meadows- So what are you going to do to the inside? George- I have done some research and they make a craft facing to reface that. Then you patch up your insulation. It comes in 6ft or 4ft and different widths. This will make it look just like new. As for as materials it just depends on what you want to spend.

Joe McCracken- I like the idea that we are not tearing off the old roof and putting on a thinner metal than required. Think we are taking the sky lights out and doing away with and patching all the seams that connect to it then placing a coating on top of that. Then going on the inside and basically doing the same thing in the inside. I think it's a good idea.

George- If there is damage in the future you can just go in and take a section out to replace it.

Tim- The biggest key factor is having a window of four days of fairly moderate temperatures to get it done so that's why we are acting quickly. This all came together today.

Joe McCracken- We need to have four days of good weather in the 60's. I think that's a good way to go and I appreciate you all looking at that. I would also like to say that I do appreciate Dr. Addair for his help on the Chamber building and the town employees for doing what they did on helping with the paint and the repair.

Mary Ann- What would be the time line for them to start with the floor?

Fred- I don't know to be honest with you. They are ready, the money is ready. We are getting a later start on this so I don't know. We could do it right away but then you're getting into youth basketball getting ready to start up. Do we push it back? Then we're afraid of running into little league baseball. We could move youth basketball back up to the schools for a year. Worse scenario we could do it this spring but the company is ready and the moneys already there to cover it. If we decide to go with that and they get a contract to me by Saturday evening; they have already looked at the weather and said they could do it starting next Thursday, Friday, Saturday, and Sunday.

Tim- We don't have to do the inside right now. We could come back later and put the floor down if we had to. The whole purpose was to stop leaks.

Fred- I would like to do it now so the kids can enjoy it. And that's another year they're not going to enjoy it. We don't necessarily have to do the inside because that will be time consuming.

Joe McCracken- Get the roof patched and maybe carry on with the floor.

Mary Ann- Approximately how long will it take to put the new floor down?

Fred- Approximately five days.

Tim- I would probably recommend putting the floor down and we will come back later and do the inside. It will give us a little time.

Mary Ann- Then you could be ready for basketball season.

Fred- Yes

Tim- Fred I encourage you to go ahead and get -your thought pattern in line since you have such an accelerated schedule.

Joe McCracken- So what kind of time line we talking about on the roof?

Tim Taylor- Fred is saying next Thursday through Sunday. The beauty of it is, it's better than us coming back and saying we need more money.

George- I think they biannually inspect this. Tim- Yes. And I think every so many years you have to recoat it but still it's better than putting on a multi-million dollar roof.

Tim- That's all I have mayor

Mayor White- Does anyone else have anything? Don't forget to do your statement of economic interest.

Tim- I would like to say one more thing. The Teen's Center Board of Directors did approve the collection of a dollar. If you haven't seen it on your bill then make note of that. Be assured that the dollar you give will go toward the Teen Center.

Mayor White- Have people already been donating?

Tim Taylor- They have. I don't know to what extent but there has been activity.

Joe McCracken- I was going to give it a month before I ask about it.

Tim- I just want you all to tell everybody to help with the Teen Center if you can.

Mayor White- When we decide to quit tonight we will need a motion to recess until October 27th at 7:30 pm.

Rod Cury- I make the motion to recess until October 27th at 7:30 pm.

Mayor White- Do we have a second? Frances Meadows gave the second motion.

Those in favor of the motion to adjourn until October 27th, say yes. Those that oppose say no. Motion carries 6/0,

Jannis White, Mayor

Julie Cordle, Town Clerk.

The October 13, 2015 meeting reconvened on October 27, 2015 at 7:30 p.m. in the Richlands Council Chambers with following present:

Mayor: Jannis White

Brad Ratliff, Town Attorney

Tim Taylor, Town Manager

Acting Town Clerk: Sue Wade

Council Members: Frances Meadows, Council Member

Joe McCracken, Council Member

Rod Cury, Council Member

Mary Ann Strong, Council Member

Larry Johnson, Council Member

Doug Ratliff, Vice Mayor

Mayor White called the meeting to order.

Mayor White said the first order of business was to go into closed session per Section 2.2-3711 (a) 5 Prospective Business Acquisition. Rod Cury made a motion to go into closed session, seconded by Frances Meadows. Motion carried 5/0.

Larry Johnson arrived at 8:10 pm.

Mayor White asked for a motion to return to open session. Joe McCracken made a motion to return to open session, seconded by Mary Ann Strong. Motion carried 6/0.

Mayor White asked council members to confirm that the only business discussed was per Section 2.2-3711 (a) 5 Prospective Business Acquisition. All council members confirmed this was the only item discussed.

Mayor White asks for a motion to reconvene until Thursday, October 29, 2015 at 6:00 pm. Joe McCracken made a motion to reconvene, seconded by Rod Cury. Motion carried 6/0.

Jannis White, Mayor

Sue Wade, Acting Town Clerk

The October 13, 2015 meeting reconvened on October 27, 2015 at 7:30 p.m.; reconvened again until October 29th at 6:00 pm in the Richlands Council Chambers with following present:

Mayor: Jannis White

Brad Ratliff, Town Attorney

Tim Taylor, Town Manager

Acting Town Clerk: Sue Wade

Council Members: Frances Meadows, Council Member

Joe McCracken, Council Member

Rod Cury, Council Member

Mary Ann Strong, Council Member

Larry Johnson, Council Member

Absent: Doug Ratliff, Vice Mayor

Mayor White called the meeting to order.

Mayor White said the first order of business was to go into closed session per Section 2.2-3711 (a) 5 Prospective business Acquisition. Larry Johnson made a motion to go into closed session; seconded by Frances Meadows. Motion carried 4/0.

Rod Cury arrived at 6:25 pm.

Mayor White asked for a motion to return to open session. Joe McCracken made a motion to return to open session, seconded by Mary Ann Strong. Motion carried 5/0.

Mayor White asked council members to confirm that the only business discussed was per Section 2.2-3711 (a) 5 Prospective business Acquisition. All council members confirmed this was the only item discussed.

Mayor White asked for a motion to add the manager's report. Rod Cury made a motion to add the manager's report to the agenda; seconded by Joe McCracken. Motion carried 5/0.

Tim Taylor informed council that the town has I.T. concerns and it is more complicated than we thought. We need new software for the financials-utility billing, mobile home and vehicle license fees and on line payments that we are trying to procure. We do not have an I.T. person on staff or have this in the budget. Usually we handle these concerns in-house, either Frank Dorton or myself. We are having backup problems, our equipment is antiquated. Our hardware needs to be more sophisticated or need to hire an I.T. person; basically we need an upgrade. We need to buy servers, SANS (back-up solution), new products and software. This will lessen the need of I.T. expertise. Today if one of our servers goes down, we are dead in the water unless we buy a new server, reinstalling all backup software and build it

back up. With the new equipment, it will self heal itself. We are still using office 2007 and the new office product coming out is 2016. We are not choosing the best solution, but buying the produce under the government contract, meeting procurement, through Dell Financial Services for approximately \$192,000 on a short term loan for 3 years, or \$64,062.21 for three years. After the three years, we will own the system. We will allocate the cost based by the demand on the system. Utilities would use the main portion, police department the next highest user and street department next. Departments such as Recreation Park would use only a very small portion; trying not to overtax the general fund accounts. We think we can do this in the capital budget this year without undue burden. This will have to be recovered with a rate increase in the utilities in the future.

The reason for a quick decision is that we will have merge two domains or we will not be able to use e-mails; the second reason is this will be a long term solution to meet our staffing; 5-7 years. This gives us 3 servers, nodes/clusters with spin up virtual drives. The best solution would be to purchase another server in case of fire happening at the police department, serving as an alternate data system. Mr. Taylor will look more at this. This has to be done as a package. We will have to add a line item for capital for each department based on a formula.

Frank added that the police have in car cameras, body cameras and along with an increase in video and picture use. We can add drives to the SANS system. The Commonwealth Attorney provided \$10,000 to \$12,000 to buy storage for an array on the body cameras. This will help offset the cost.

Mayor White asks for a motion to approve funding to purchase the system. Larry Johnson made a motion to approve the purchase, Rod Cury seconded the motion. Motion carried 5/0.

Mayor White asks about the weather station. Mr. Taylor informed her that the weather station is now complete. A grand opening/ribbon cutting will be held at noon as scheduling permits.

Mayor White asks for a motion to adjourn. Frances Meadows made a motion to adjourn, seconded by Rod Cury. Motion carried 5/0.

Jannis White, Mayor

Sue Wade, Acting Clerk