

MINUTES OF A REGULAR MEETING OF VINTON TOWN COUNCIL HELD AT 6:00 P.M. ON TUESDAY, JUNE 21, 2022, IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

MEMBERS PRESENT: Bradley E. Grose, Mayor
Sabrina McCarty, Vice Mayor
Keith N. Liles
Laurie J. Mullins
Michael W. Stovall

STAFF PRESENT: Pete Peters, Town Manager
Cody Sexton, Assistant Town Manager
Susan N. Johnson, Executive Assistant/Town Clerk
Jeremy Carroll, Town Attorney
Tim Lawless, Police Captain
Bo Herndon, Public Works Director
Jamie Hurt, Capital Projects Manager

The Mayor called the meeting to order at 6:00
p.m. The Town Clerk called the roll with Council
Member Liles, Council Member Mullins, Council
Member Stovall, Vice Mayor McCarty and
Mayor Grose present.

Roll call

After a Moment of Silence, Council Member
Liles led the Pledge of Allegiance to the U.S.
Flag.

Under upcoming community events/
announcements, Vice Mayor McCarty
announced the following: July 4 – Vinton History
Museum will be closed; Senior Programs every
Thursday – 9:15-10:00 a.m. – Tai-Chi and 10:15
a.m.-1:30 p.m. – cards – Community Center;
Saturdays – 9:00 a.m.-1:00 p.m. – Farmers’
Market; every Wednesday - 6:30 p.m. – Bingo,
every Thursday - 6:30 p.m. - Trivia and June 24 –
6:30-9:30 p.m. – These Two Tims – Twin Creeks;
June 25 – 7-10:00 p.m. – Mingle at the Market
with Adrenaline 6 and Glamr’ kitti – Farmer’s
Market; June 24 – 8:00 p.m. – The Boogies –
Rosie’s; July 4 – 8:00 a.m. – Boys & Girls Club 4
on the 4th – War Memorial; July 4 – 6:30-10:00
p.m. – TOV Celebration – War Memorial and July
16 – 3-7:00 p.m. – 2nd Cruise-In – Farmer’s
Market – will be held 3rd Saturday of each month
dedicated to Billy Vinyard.

Under requests to postpone, add to or change
the order of agenda items, the Town Manager
requested to add a new item “Consider adoption
of a Resolution appointing a Deputy Treasurer” as
Item C under Section 2. Items Requiring Action

and to move the current Item C to Item D under Section K, Town Manager. Council gave their consensus to add the additional item.

Council Member Stovall made a motion to approve the Consent Agenda as presented; the motion was seconded by Vice Mayor McCarty and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Liles, Mullins, Stovall, McCarty, Grose; Nays (0) – None.

The next item on the agenda was the consideration of public comments regarding the proposed conveyance (either of the fee simple interest or less than fee simple interest) of properties to the Western Virginia Water Authority as part of the transfer of the Town’s water and wastewater system to the Western Virginia Water Authority. The Mayor opened the Public Hearing at 6:08 p.m.

The Town Manager commented that at the June 7, 2022 Special Called Meeting, Council approved the Agreement to transfer the Town’s water and wastewater system to the Western Virginia Water Authority. There are a number of properties owned by the Town, Roanoke County, the Roanoke County School Board and individuals that will need to be conveyed to the Water Authority. Following your action tonight, there will be some additional documents such as leases or easements to come before Council at a later date for properties that the Town wants to retain ownership. The Town Attorney commented that for the advertisement the properties were divided into two subsets, one is properties we will be conveying fee simple and others are properties we will be conveying less than fee simple in the form of a lease, easement or franchise. Council’s action tonight will approve those conveyances, but we may need to come back to Council for action on additional documents.

The Town Manager next commented there are several ground water wells that will be conveyed to the Water Authority. Over time a number of these wells will be decommissioned and adjacent property owners will be given an opportunity to acquire those properties should they no longer be of public use. If any of the properties surrounding the wells are owned by the Town, the Water

Adopted Resolution No. 2504 authorizing the Town Manager to sign and/or submit all appropriate documents for the FY22 Community Impact Market Analysis Grant and appropriate funds in the amount of \$45,000.00

Public Hearing opened

Authority will offer those properties back to the Town once the well structures are dismantled and they are capped and properly closed.

Hearing no comments, the Mayor closed the Public Hearing at 6:12 p.m.

Council Member Liles made a motion to adopt the Ordinance as presented; the motion was seconded by Council Member Mullins and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Liles, Mullins, Stovall, McCarty, Grose; Nays (0) – None.

The next item on the agenda was to consider adoption of an Ordinance approving the Town of Vinton, Virginia budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023. The Town Manager commented on the proposed budget for each fund: General Fund-\$10,246,696; Grant Fund-\$4,208,017; Capital Fund-\$2,669,000 and Stormwater Fund-\$620,996 for a total of \$17,744,709. The Public Hearing was advertised in The Vinton Messenger on May 19, 2022 and May 26, 2022 and the Public Hearing was held on June 7, 2022.

Vice Mayor McCarty made a motion to adopt the Ordinance as presented; the motion was seconded by Council Member Stovall and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Liles, Mullins, Stovall, McCarty, Grose; Nays (0) – None.

The next item on the agenda was to consider adoption of a Resolution appointing a Town Treasurer. The Town Manager commented that Cody Sexton was appointed as Interim Treasurer while we did the recruitment and interview process to fill the Treasurer/Finance Director position. Andrew Keen has been hired as our Finance Director and in order to allow him time to get acclimated to the Town, public finance and the Treasurer's functions, the Town Manager recommended that Council appoint Mr. Sexton as the Town Treasurer for the foreseeable future. After Mr. Keen gets acclimated, we will come back to Council at a later date to make a recommendation to appoint Mr. Keen as Town Treasurer.

Public Hearing closed

Adopted Ordinance No. 1045 approving conveyance (either of the fee simple interest or less than fee simple interest) of properties to the Western Virginia Water Authority as part of the transfer of the Town's water and wastewater system to the Western Virginia Water Authority

Adopted Ordinance No. 1046 approving the Town of Vinton, Virginia budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023

After additional comments, Council Member Mullins made a motion to adopt the Resolution as presented; the motion was seconded by Council Member Liles and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Liles, Mullins, Stovall, McCarty, Grose; Nays (0) – None.

Adopted Resolution No. 2505 appointing Cody Sexton as Town Treasurer

The next item that was added to the agenda was to consider adoption of a Resolution appointing a Deputy Town Treasurer. The Town Manager commented that from time to time we need to perform our functions in the absence of the Treasurer and the recommendation was to appoint Lydia Verdillo, the Assistance Finance Director, to serve in the Deputy Treasurer capacity.

Vice Mayor McCarty made a motion to adopt the Resolution as presented; the motion was seconded by Council Member Mullins and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Liles, Mullins, Stovall, McCarty, Grose; Nays (0) – None.

Adopted Resolution No. 2506 appointing a Deputy Town Treasurer

The next item on the agenda was to consider adoption of a Resolution approving the updated Emergency Operations Plan (EOP) for the Town of Vinton. Bo Herndon commented that every four years we are required to update the EOP. The last time we officially updated the Plan was May of 2018, but staff reviews it every two years. Some of the changes to this update relate to contact information for the Western Virginia Water Authority, Roanoke Gas and American Red Cross. The Mayor commented on the importance of the EOP for the health and safety of our citizens in times of disaster. He appreciates all of the work that goes into reviewing the Plan.

Mr. Herndon next commented that after Staff goes through the changes, it is submitted to Virginia Department of Emergency Management (VDEM) for its review and approval. The Town Manager expressed appreciation to the staff that worked on the update. This is not just a document that sits on a shelf. Even during the COVID-19 pandemic, we found this Plan to be useful and provided some guidance in some unclear times on the early onset of the pandemic.

After additional comments, Council Member Liles made a motion to adopt the Resolution as

presented; the motion was seconded by Council Member Stovall and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Liles, Mullins, Stovall, McCarty, Grose; Nays (0) – None.

Adopted Resolution No. 2507 approving the updated Emergency Operations Plan for the Town of Vinton

The Town Manager commented that a kick-off meeting was held with Shentel about the GloFiber installation. They are working on permit applications for June and anticipate construction beginning later this summer. They have mapped out the Town for the install and there is not a lot of hard surface utility cuts that are going to be required because most of it will be installed in overhead utilities or underground without disturbing the ground. They are also planning a pretty aggressive marketing campaign and expect construction to be completed around this time next year.

With regard to the preventive maintenance on the Garthright Bridge, the Request for Proposals for construction services are out and due back on July 15th. The work will require some lane closures and we will do our best to notify citizens and the commuters that come through Town and will try to minimize those impacts during the commuting hours. Cody Sexton commented that the bid is due back on July 15th and the pre-bid meeting will be in the morning. Bo Herndon also commented that most of the work will be done at night. The Town Manager further commented that this preventative maintenance along with some additional maintenance two or three years later will prolong the life of the bridge for 50 plus years.

The Town Manager next commented that Jamie Hurt, Capital Projects Manager, has been working with a consultant to lay out some design plans for the community park at the former swimming pool site and will be meeting with some of the community stakeholders in the next several weeks to flush out the details. With regard to the parking lot behind the Farmers' Market, Mr. Hurt is in the process of selecting a consulting engineering firm to do the design work. We are doing some preliminary work on site to map out some maintenance issues that we need to address before any construction gets under way and looking at some overhead utilities and stormwater utilities underground and the condition of some substructures so we can plan

for that. We do not have an exact timeline for construction to begin, but it will be approximately a year before it will be ready for public parking.

We have secured a firm to handle the Stormwater Local Assistance Fund grant (SLAF) project at Woodland Place to repair some stormwater drainage problems there and we have a consultant working on the final scope of services on that design. Also, an engineering firm has been hired to do the two crosswalks, one on Hardy Road and one on Gus Nicks.

Council Member Liles asked how far down in the Capital Improvement Program (CIP) is the traffic signal synchronizations. The Town Manager responded that an order has been placed for Niagara, Vinyard and Hardy By-Pass and will be installed mid-August. Once those three are installed, they will proceed with the synchronization. The only intersection that will be left is at Pollard/Virginia and it is supposed to be taken care of as part of the hotel project.

Under appointments to Boards/Commissions/Committee, the Town Clerk first commented that there are four Council-appointed Committees (Economic Development, Finance, Public Safety and Public Works). Every two years which coincides with our election, we appoint two Council members to each of these committees. Due to the fact that the elections have been moved from May 2022 to November 2022, Council needs to re-appoint Council members to their respective Committees for six-month terms beginning July 1, 2022 and ending December 31, 2022. Following the election in November, new appointments will be made at Council's organizational meeting on January 3, 2023.

Vice Mayor McCarty made a motion to re-appoint members of Council to the following Committees for six-month terms ending December 31, 2022: Sabrina McCarty and Keith Liles to the Economic Development Committee; Brad Grose and Mike Stovall to the Finance Committee; Mike Stovall and Laurie Mullins to the Public Safety Committee and Keith Liles and Sabrina McCarty to the Public Works Committee. The motion was seconded by Council Member Liles and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Liles, Mullins, Stovall, McCarty, Grose; Nays (0) – None.

Re-appointed members of Council to the following Committees for six-month terms ending December 31, 2022: Sabrina McCarty and Keith Liles to the Economic Development Committee; Brad Grose and Mike Stovall to the Finance Committee; Mike Stovall and Laurie Mullins to the Public Safety Committee and Keith Liles and Sabrina McCarty to the Public Works Committee

The Town Clerk next commented on the appointments to the Board of Zoning Appeals, Greater Roanoke Transit Company, Roanoke Valley Alleghany Regional Commission and Roanoke Valley Greenway Commission. Council Member Stovall made a motion to re-appoint individuals to the following: Meghan Noga as a full member and Kellie Moore as an alternate member to the Board of Zoning Appeals for new five-year terms beginning July 1, 2022 and ending June 30, 2027; Andrew Keen to the Greater Roanoke Transit Company for a one-year term beginning July 1, 2022 and ending June 30, 2023; Pete Peters as a non-elected member and Cody Sexton as an alternate member to the Roanoke Valley-Alleghany Regional Commission for new three-year terms beginning July 1, 2022 and ending June 30, 2025 and Rob Lyon and Bud LaRoche to the Roanoke Valley Greenway Commission for new three-year terms beginning July 1, 2022 and ending June 30, 2025. The motion was seconded by Council Member Mullins and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Liles, Mullins, Stovall, McCarty, Grose; Nays (0) – None.

Under reports from Council Committees,

Cody Sexton first commented that the Finance Committee met on June 13, 2022. The Committee reviewed the Community Impact Market Analysis Grant that was already approved under the Consent Agenda. This is a \$45,000 grant with no Town match to help study the community impact market on housing. There were no additional budget adjustments.

With regard to the April 20, 2022 Financial Statements, Mr. Sexton commented that April 30th represents 10 months of the fiscal year. The balances on the bank accounts and cash side usually show a depletion of cash because this report occurs prior to two of our largest tax collections in May and June. Our total at the end of April was \$10,033,323.31 representing about a \$200,000 decrease in the operation cash. We do anticipate replenishing that in both May and June and we are currently projecting the possibility of a contribution to the General Fund balance at the end of the year. The Town's finances continue to be strong. Out of the total cash, \$4,537,864.38 is in restricted funds and our total investments are \$3,319,696.22.

Appointed Meghan Noga as a full member and Kellie Moore as an alternate member to the Board of Zoning Appeals for new five-year terms beginning July 1, 2022 and ending June 30, 2027; Andrew Keen to the Greater Roanoke Transit Company for a one-year term beginning July 1, 2022 and ending June 30, 2023; Pete Peters as a non-elected member and Cody Sexton as an alternate member to the Roanoke Valley-Alleghany Regional Commission for new three-year terms beginning July 1, 2022 and ending June 30, 2025 and Rob Lyon and Bud LaRoche to the Roanoke Valley Greenway Commission for new three-year terms beginning July 1, 2022 and ending June 30, 2025.

The General Fund is in a strong position and year-to-date is \$333,085 over budget in revenues. The expenditures are \$1,135,911 under budget, which is due in large part to vacancy savings throughout the year and \$300,000 in paving that will be done in August.

With regard to the Grant Fund, we do not accrue those revenues until we are ready to spend them. The Utility Fund shows our revenues are at \$109,895, which is where we would expect them to be. Some of this is attributed to the every other month billing that was still in effect, but we are projecting it will catch up as we get to the end of the fiscal year and our last collection. Expenditures are over and most of that is due to spending on capital projects paid for through the bond. Once we do the audit and close the books on the Utility Fund, we expect a lot of that to be backed out. We are still very hopeful and positive that we will meet our target of \$2.5 million which will be transferred to the Capital Fund.

We do not realize revenues in the Capital Fund until it is time to initiate the projects and a lot of those will be rolled into the next fiscal year. The Stormwater Fund is treated the same way. Expenditures in both of those Funds are under and in a good position.

Council Member Stovall made a motion to approve the April 31, 2022 Financial Report as presented; the motion was seconded by Council Member Mullins and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Liles, Mullins, Stovall, McCarty, Grose; Nays (0) – None.

Approved the April 2022 Financial Report

Comments from Council: Vice Mayor McCarty announced that she would be seeking re-election in November and the restaurant shout-out was New York Pizza; Council Member Mullins reminded everyone to think about the Town employees who will be working outside in the heat next week; Council Member Liles commented on the July 4th Celebration at the War Memorial and congratulated Council Member Stovall in the birth of his new grandson and Council Member Stovall commented on his new grandson and announced he would be seeking re-election in November.

The Mayor commented on the success of the Mingle at the Market, the Cruise-In and

commented on the upcoming July 4th Celebration. The Mayor also commented on how important grants are to the Town and what a good job staff does with these grants.

Council Member Mullins made a motion to adjourn the meeting; the motion was seconded by Vice Mayor McCarty and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Liles, Mullins, Stovall, McCarty, Grose; Nays (0) – None. The meeting was adjourned at 6:55 p.m.

Meeting adjourned

APPROVED:



Bradley E. Grose, Mayor

ATTEST:



Susan N. Johnson, CMC, Town Clerk