

MINUTES OF A REGULAR MEETING OF VINTON TOWN COUNCIL HELD AT 7:00 P.M. ON TUESDAY, MAY 17, 2011, IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA.

MEMBERS PRESENT: Bradley E. Grose, Mayor
Robert R. Altice
Carolyn D. Fidler
William W. Nance

ABSENT: Matthew S. Hare

STAFF PRESENT: Chris Lawrence, Town Manager
Consuella Caudill, Assistant Town Manager
Elizabeth Dillon, Town Attorney
Stephanie Dearing, Acting Clerk
Barry Thompson, Finance Director/Treasurer
Michael Kennedy, Public Works Director
Anita McMillan, Planning Director
Ben Cook, Police Captain

Agenda

- A. 5:30 P.M. – Work Session
 - 1. Proposed Budget for FY 2011/2012
 - 2. Discussion of Residency Expectations for New Town Employees
- B. 7:00 P.M. - Roll Call and Establishment of a Quorum
- C. INVOCATION –Pastor Harold Cook, Interim Pastor, Lynn Haven Baptist Church
- D. PLEDGE OF ALLEGIANCE TO THE U. S. FLAG
- E. CONSENT AGENDA
 - 1. Request to Approve Minutes for April 19, 2011 Regular Meeting
 - 2. Consider Re-appointment of Carolyn Fidler to the Metropolitan Planning Organization (MPO) – Resolution No. 1917
 - 3. Consider Re-appointment of Douglas Adams to the Metropolitan Planning Organization (MPO) – Resolution No. 1918
- F. AWARDS, RECOGNITIONS, PRESENTATIONS
 - 1. Proclamation – National Police Week
 - 2. Proclamation – Letter Carriers Stamp Out Hunger Day
 - 3. Officer of the Month for April, 2011 – Police Officer Stephen Foutz
- G. CITIZENS’ COMMENTS AND PETITIONS -This section is reserved for comments and questions for issues not listed on the agenda
- H. TOWN ATTORNEY
- I. TOWN MANAGER
 - 1. Request to Allocate Funds to Purchase of In-car Video – G3 Vision System Grant – Resolution No. 1919
 - 2. Consideration of a FEMA Storm Water Infrastructure Grant Application – Resolution No. 1920

3. Request to Allocate Funding for Additional Street Paving – Resolution No. 1921
4. Request to Allocate Grant Funding to Underwrite a Portion of Costs for an Intern at the Vinton Pool - Resolution No. 1922
5. Request to Allocate Grant Funding for the Children’s Theater Program 2011 at the Vinton Farmers Market – Resolution No. 1923
6. Request to Allocate Donated Funds from the Virginia Farm Bureau to Promote the Vinton Farmers Market during the 2011 Season – Resolution No. 1924

J. MAYOR

K. COUNCIL

L. ADJOURNMENT

WORK SESSION

1. Discussion – TAP Weatherization Grant
2. Continuation of Discussion on Proposed FY 2011/2012 Budget

WORK SESSION

The Town Manager introduced Anthony Lizan, the Town’s summer intern from VA Tech who will be working on a citizen survey.

Staff and Council discussed residency expectations for prospective Town employees. Mr. Lawrence reported that there are currently no residency requirements for department heads other than for the Town Manager and the Police Chief who are required to live in Town and the Finance Director/Treasurer who is required to live in the Town or within the Utility Systems service area.

Mr. Lawrence questioned why Council felt certain department heads should live within the Town or the Town’s service area. Mr. Altice replied that he has received numerous comments from citizens who have advised him that prefer that Town employees live within the Town limits. Ms. Fidler felt that most of department heads should live in the Town or in the Town service area with the exception of the Town Clerk. She went on to say that she would prefer the Town Clerk to live in Town but felt it would be unfair to make that requirement for the position because of the lower starting salary. She went on to say that the requirement would probably limit the number of qualified applicants unless the Town compensates him or her for their moving expenses.

Mr. Lawrence advised that he needs to know whether or not the Town Clerk will be required to live within the Town limits before he advertises for the new Town Clerk’s position. He noted that the ad needs to go out as soon as possible. Mr. Nance stated that his preference would be for the Clerk to live in Town but did not feel it should be a requirement. He went on to say that he felt the Town Manager and the Police Chief should be required to live in Town. The Mayor stressed that any residency requirements that Council may stipulate does not apply to current employees with the exception of the Town Manager and the Police Chief. He noted the dedication of the Town’s current employees and stated that he felt the most qualified people should be hired whether they live in the Town or not with the exception of certain department heads, such as the Town Manager, the Police Chief, and the Public Works Director who should be required to live in Town. He felt the

Finance Director/Treasurer and HR Manager should be expected to reside within the service area. For positions that do not have a residence requirement, the Mayor felt those who do live in Town should be given a preference if it is proper to do so. Mr. Lawrence stated that he had discussed the issue of whether it would be legal for the Town to have residency requirements for employees with the Town Attorney and she had had advised that there are no legal issues with having a residency requirement. He then reviewed residency policies for localities surrounding the Town of Vinton.

Following considerable discussion, there was a consensus of Council that the Town Manager, Police Chief, the Public Works Director, the Assistant Town Manager and the Fire Chief should be required to reside in Town; there was a preference that the Town Clerk reside in the Town but would not be required; the Finance Director/Treasurer would be required to live in the service area. For the remainder of the Department Heads (Planning Director, Special Programs Director, the Facilities Manager, the Human Resources Manager and the Fire and EMS Captain), Council felt that it was preferred that they reside in the Town but would not be required to do so.

Proposed Budget for FY 2011/2012

Ms. Fidler questioned the Public Works Director regarding mail she had received from a private recycling company. Mr. Kennedy responded that the company that sent out the mailers, charges a fee for their services. He noted that the Town attorney had drafted a letter to send to the company in question because it is illegal for any private company to provide recycling services within the Town limits. Mr. Kennedy mentioned the possibility of switching from Cycle Systems to the same company used by Roanoke County. He commented that about 60% of the Town's households participate in recycling.

Mayor Grose brought up the proposed purchase of a new backhoe. Mr. Kennedy explained that it was an efficiency issue for his department because there are three work crews but only two backhoes. He went on to say that his work crews would be able to work more efficiently if there was a third backhoe. Mr. Lawrence assured Council that on paper, there is enough money to pay for the backhoe. He recommended that the purchase be delayed until the third or fourth quarter if it is approved. Mr. Lawrence stated that Mr. Nance had pointed out another option, which would be to partially fund it with the idea of making the purchase next year if the money is not needed for another project.

Mr. Lawrence advised that they may wish to re-evaluate the two pressure reducing valves to see if that purchase can be delayed. The Mayor responded that he feels the pressure reducing valves are critical and should not be delayed any longer. Mr. Kennedy explained to Council why he had listed the backhoe as his number one priority and noted that if he had known in January that they would be unable to replace the pressure reducing valves this year, he would not have listed the backhoe purchase as a priority.

Following discussion on options for funding repairs on the two pressure reducing valves, Mr. Kennedy recommended that Council remove the backhoe from the CIP list and to fund both of the pressure reducing valves with the work being done in the spring of next year. He stated that he needed to know whether or not the Crew Chief position would be funded because if it is not, it will create an impact across the board on response times.

At 6:50, the work session was continued until after adjournment of the regular meeting.

Mayor Grose called the regular meeting to order at 7:00 p.m. Following roll call, Pastor Harold Cook, Interim Pastor at Lynn Haven Baptist Church, gave the invocation and Councilman Altice led the Pledge of Allegiance to the U.S. Flag.	Roll call, invocation and Pledge of Allegiance to U.S. Flag.
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The Consent Agenda was approved on motion by Councilman Altice and seconded by Mr. Nance. The motion passed with all in favor.	Approved Consent Agenda
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Ms. Fidler read a proclamation designating Peace Officers Memorial Day and Police Week.

Mayor Grose read a proclamation proclaiming **Letter Carriers Stamp Out Hunger Day**.

Councilman Nance read a letter from Police Chief Herb Cooley recognizing Stephen Foutz as Police Officer of the Month for April.

Mayor Grose pointed out that Council had discussed the items listed under the Town Manager's section at a prior work session and for that reason, there would be very little discussion before Council votes on them. He asked that citizens feel free to make comments or ask questions if they need further information.

Mr. Lawrence briefly reported on a request to allocate funds to replace one of two in-car video cameras. He noted that matching funds of \$433 would be taken from the DCIS Asset Forfeiture line item along with grant funds of \$4,326 to make the purchase. He stated that no money would be taken from the budget's fund balance to make the purchase.	Adopted Resolution No. 1919 allocating funds to replace an in-car video camera
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Ms. Fidler moved to adopt proposed Resolution No. 1919 allocating funds to purchase an in-car video camera. The motion was seconded by Mr. Altice and passed unanimously on a roll call vote by the four members present

Mr. Lawrence reported that a request for authorization to apply for a FEMA Stormwater Infrastructure Grant in the amount of \$945,696, had been presented to Council at their last meeting. He noted that the grant will provide funds to make major upgrades to the Town's stormwater infrastructure that is located next to the Municipal Building and runs up toward Cundiff Drug Store and Roland E. Cook School. He noted that the grant's 5% in-kind match will come primarily from staff time.	Adopted Resolution 1920 authorizing staff to apply for a FEMA Stormwater Infrastructure Grant
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Mr. Nance moved to adopt proposed Resolution No. 1920 authorizing staff to apply for the FEMA Stormwater Infrastructure Grant. The motion was seconded by Ms. Fidler and passed unanimously on a roll call vote.

Mr. Lawrence reported that proposed Resolution No. 1921, allocating funding for additional paving that would complete the Bali Hai/Olney Road/Kenyon Road/Ramada Road improvements.

Adopted Resolution No. 1921 allocating funds for additional paving

Mr. Altice moved to adopt Resolution No. 1921. The motion was seconded by Mr. Nance and unanimously approved on a roll call vote.

Mr. Lawrence noted that the next three resolutions to be considered by Council were simply accounting housekeeping items. He further noted that Mary Beth Layman had been very successful in obtaining grant funds for the Pool, for a children's theater program at the Farmers Market as well as a grant from the Virginia Farm Bureau to promote the Vinton Farmers Market. Mr. Nance moved to adopt proposed Resolution No. 1922 allocating funding to underwrite a portion of the costs for a summer intern at the Vinton Swimming Pool. The motion was seconded by Ms. Fidler and passed with a unanimous roll-call vote.

Adopted Resolutions No. 1922, 1923 and 1924 allocating funding for three Special Programs activities.

Mr. Altice moved to adopt proposed Resolution No. 1923 allocating grant funding for a children's theater program that will take place at the Farmers Market. Mr. Nance seconded the motion that passed with a unanimous roll call vote.

Ms. Fidler moved to adopt proposed Resolution No. 1924 allocating funds that were donated by the Virginia Farm Bureau to promote the Vinton Farmers Market. The motion was seconded by Mr. Altice and passed unanimously on a roll call vote.

Mayor Grose noted that the Mannathon 5K/8K race conducted by Manna Ministries took place on the previous Saturday and was a great success. He forwarded expressions of appreciation from Manna Ministries to the Town, especially the Vinton Police Department and the First Aid Crew for their efforts to make the event successful.

The Mayor reported that he had received a thank you card from Ms. Karen Obenchain for recognition her late husband had received from Town Council and citizens in the area as well as for the plaque that was dedicated by Vinton Town Council in his honor.

Mayor Grose adjourned the regular meeting at 7:29 p.m.

WORK SESSION

1. TAP Weatherization Grant

Mayor Grose introduced Mr. Rick Sheets and Mr. Alfred Chevalier who reported that the Town of Vinton, Total Action Against Poverty (TAP) and Roanoke County are spearheading the implementation of the American Recovery and Reinvestment Act's Home Weatherization Assistance Program incorporating new green technology, boosting the local

economy and improving conditions for an entire community of residents. Mr. Sheets reported that the program is possible as a result of a \$1,000,000 grant titled Sustainable Energy Resources for Consumers. He further reported that two communities in the Roanoke Valley will benefit from this grant, Northwest Roanoke and the Midway Community of Vinton. Mr. Sheets advised that they have targeted 30 homes in each community that will receive basic weatherization. He noted that this weatherization will result in a reduction of 30% to 35% in energy costs for the consumer and the SERC Program (Sustainable Energy Resources for Consumers) will add on up to an amount of \$30,000 additional energy savings measures such as cool roof technologies, high performance hot water systems, geothermal heating/cooling systems or solar photovoltaic technology.

He noted that a Town meeting had previously taken place where three eligible homeowners had been identified to be eligible for the project and they had received five other applications.

Ms. Fidler asked if homeowners in other areas of Vinton would be qualified if they are unable to get 30 people to commit to the project in the Midway area. Mr. Sheets replied that they would if they meet the eligibility requirements.

Mr. Sheets and Mr. Chevalier discussed some of the project details and what the participants can expect during the process.

2. Continuation of Discussion on Proposed FY 2011/2012 Budget

Barry Thompson reported on the Finance Department's Mission Statement, accomplishments for 2011 and goals for 2012. He reviewed a reorganization plan for his office and position reclassifications.

Mr. Thompson reviewed Finance Department proposed budget line items that had been increased or decreased from the previous budget.

Mr. Lawrence discussed VRS Plan 2 employees and the option of requiring all employees who are hired after July 1, 2010 and are not already in the VRS system, to pay the employee VRS contribution that is currently being paid by the Town (5%). He noted that localities were given this option last year but the Town had decided not to implement the policy at that time. Mr. Lawrence advised that the policy would not adversely impact any employees at this time if it is enacted for Plan 2 employees beginning July 1. He pointed out that the long term savings for the Town would be substantial over the long term. Mr. Lawrence added that if a newly hired employee was in the VRS system before July 1, 2010, the Town would pay the 5% employee contribution. He recommended that Council consider compensation for that cost for the two employees that were hired by the Town after July 1, 2010 since they were hired with the understanding that the Town would pay the employee contribution. Mr. Lawrence advised that a resolution will be drafted and placed on the June 7th agenda.

The Town Manager reported that the required budget public hearing will be properly advertised and placed on the June 7th Council Meeting agenda.

Following discussion, Council set another budget work session for June 1, 2011 at 5:30 p.m.

Mayor Grose commented that he would like to see Town departments consolidate to a point where they use the same resources in order to save money.

Mr. Lawrence and Mr. Thompson discussed revenue projections for the 2012 budget. They also touched on debt service and the cash reserve.

The work session adjourned at 9:30 p.m.

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Darleen R. Bailey, Town Clerk